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JEFFERSON COUNTY COURTHOUSE

Madison, Ind.



(In the final publication an enlarged picture, 5 x 7,
will appear here.)

INVENTORY OF THE COUNTY ARCHIVES
OF INDIANA

Prepared by

The Historical Records Survey
Division of Women's and Professional Projects
Works Progress Administration

NO. 39. JEFFERSON COUNTY (MADISON)

W.P.A.

*

Indianapolis, Indiana

The Historical Records Survey

October 1937

PREFACE

This inventory of Jefferson County records constitutes a part of a general guide to the county archives of Indiana. It has been prepared by the Historical Records Survey of this state, operating as a separate project under the Works Progress Administration.

The survey of state and local historical records in Indiana was instituted on February 19, 1936, as a part of a nation-wide undertaking under the supervision of Dr. Luther H. Evans. Samuel J. Hagan, state archivist of the Indiana History and Archives Division of the State Library, was assigned to lead the project as State Director. In the beginning the Survey was closely associated with the Writers' Project. On September 23, 1936, the Historical Records Survey was nominally as well as factually made independent of the Writers' Project. In general, it has from its very inception acted as a separate and independent unit of Federal Project No. 1.

The aim and purpose of the survey of county records in Indiana have been to furnish the officials of the local, state, and national governments, students of history, lawyers, and genealogists, and the general citizenry interested in the county records, with a convenient tool for use in consulting them. It is the object of the Survey to make the valuable source materials that are to be found in the Indiana courthouses and other public buildings, available and more accessible to those who may be in need of them. It is our hope

Preface

that the information contained in this inventory will arouse greater interest in state and local historical records and will encourage officials to continue the improvement of methods for the preservation and safekeeping of these records.

The field work of the survey of Jefferson County was begun on April 1, 1936, under the district supervision of Mrs. Carmon Whitcher, of New Albany, later succeeded by Elizabeth Howe. The field workers were E. D. Wallup, of New Albany; Josephine Darin, of Deputy; Madine Young, of Rising Sun; Albert Conoway, of Jeffersonville; Rachel Cochran and E. A. Graves, of North Vernon; and F. O. Wallup, Ruth Brewer, and Iva Fancher, all of Salem. It was completed on June 29, 1936. Many visits, however, have since been made to the county courthouse to check and recheck the information contained herein, the final recheck having been made in July 1937.

There are ninety-two counties in Indiana. When the survey of county archives is completed a separate volume is to be devoted to each county inventory in the state. Jefferson County is No. 59.

The inventory proper is preceded by a number of introductory sections to enlighten the reader concerning facts and events forming the background and basis of the records. The entries for the record series are carried in consecutive numbering for the county. The bureaus are arranged in functional order: Governing boards; major administrative offices; judicial offices; and financial, educational, health, engineering, and other groups. Wherever applicable, natural groupings under separate headings are made

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within the bureau, and the entries are arranged thereunder also according to their functional sequence. A full and extensive index following the inventory will help the reader locate records with a minimum of inconvenience and effort.

The editing of this inventory has been conducted by an editorial staff of some forty men and women, whose labors we deeply appreciate and wish to recognize forthwith, captained by Harry A. Rider, editor; John R. Milligan in charge of accession and classifying; Louise Nation in charge of checking; Canis E. Brockway in charge of condensing; Julius Salman, legal adviser; and Howard G. Underwood, historical research editor.

The original survey was made in the field under the direction of the State Director and carefully checked and compiled in the form of this inventory in the State Office. Of the industrious and painstaking devotion to his task of each and every person who had a part in the Survey we are keenly aware, and we regret that we cannot commend by name the services of all who have contributed to the publication of this volume.

The Survey is indebted to county officials; to the State Works Progress Administration; to Kenneth E. Lancet, Acting Director of Women's and Professional Projects, who has rendered the Survey a great personal service in the administering of the project; and to Dr. Christopher B. Coleman, who has taken personal initiative and interest in behalf of the Survey in giving technical advice to the project.

S. J. Kagan, State Director

The Historical Records Survey .

FOREWORD

A guide to county and township records in Indiana has long been needed by both local officials and the general public. The Works Progress Administration project called the Historical Records Survey is the first attempt to supply this need. Few more useful fields of employment could have been found than the survey of local and state historical records, even though the work inevitably presented unusual difficulties. The completion of the survey of historical records in Indiana is a source of genuine satisfaction.

We are indebted first of all to the Works Progress Administration for providing for the survey and financing it. The National Director of the project, Dr. Luther H. Evans, assured a fruitful product of the work by ably outlining it and drafting the forms to be used by the field workers so as to insure the greatest completeness with the least likelihood of errors. He and his assistants have done all that was possible for this nation-wide survey. Samuel J. Kagan, State Director of Indiana, deserves great credit for his energy and ability in organizing the office and field forces which have carried out the project. To assemble and organize more than one hundred and fifty persons in a new line of work in which there were very few local precedents, and to complete a survey of the county records in all the ninety-two counties, including the townships, at first, seemed almost impossible of accomplishment within a year. It has, however, been accomplished.

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An advisory committee has helped guide work upon the project; though no meetings were held, its members in many instances were a great help. A word of appreciation must be recorded here for the county officers who courteously gave the representatives of the survey access to the records in their offices and cooperated in the making of the survey. Especially is the state indebted to those officers who made possible the photographing of old records for preservation in a central depository.

CHRISTOPHER B. COLEMAN

Director, Indiana Historical Bureau

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PART A. JEFFERSON COUNTY AND ITS RECORD SYSTEM

1. HISTORICAL SKETCH

Jefferson County, situated in the southeastern part of the state, is bounded on the west by Scott County, on the north by Jennings and Ripley Counties, on the east by Switzerland County, and on the south by Clark County and the Ohio River, which separates it from the State of Kentucky. It has an area of 364 square miles.

The topography of Jefferson County presents varied features. The surface is generally rolling in the western portion of the county and is a broad table-land in the central part. The northeastern section is made up of broken land and lofty hills. Along the Ohio River and the streams on the eastern border of the county are bluffs 300 to 400 feet high. There are a number of small streams which traverse the county, chiefly in a southeasterly direction. All of them with the exception of Indian Kentucky Creek, flow into the Muscatatuck River.

The English planted the first colony in America when they landed and settled in Jamestown in 1607. The French founded Quebec the next year, and began a series of explorations to the south and west which eventually carried LaSalle to the mouth of the Mississippi River. On April 9, 1682, he claimed the entire river valley in the name of France, calling it Louisiana after his King. In Indiana, French trading posts had been established on the present sites of Fort Wayne, Lafayette, and

Vincennes by 1733. Economic rivalry between the French and English over possession of the Ohio and Mississippi Valleys led to the French and Indian War. By the Treaty of Paris, February 10, 1763, Louisiana was ceded to Britain and the French posts in Indiana were taken over by the English. During the American Revolution, General George Rogers Clark captured the British post at Vincennes, and Louisiana fell into the hands of Virginia. In 1784, Virginia ceded this vast empire to the United States Government, and three years later the Ordinance establishing the Northwest Territory was passed by Congress. Knox County, composed of Indiana and parts of Ohio, Michigan, Illinois, and Wisconsin was organized in 1790. Indiana Territory was formed in 1800, and in 1816, Indiana was admitted to the Union.

In addition to the claims of France, England, Virginia, and the United States Government to the territory comprising Jefferson County, several Indian tribes roamed and lived throughout this area. These tribes - the Delawares, Miami, Weas, and Potawatomi - ceded southeastern Indiana, including Jefferson County, to the United States Government on August 21, 1805.

The first known white man to set foot upon the soil of Jefferson County was Captain George Logan. In 1801, while floating produce down the Ohio River, a storm forced him to land about a mile below the present Hanover landing. Logan carved his name and the date, March 1, 1801, upon two large beech trees. In 1815, he returned to the same site only to find the land entered by Christopher Harrison. Logan purchased

the site from Harrison, who was not a resident. The first permanent settler was probably John Ryker, who was living in the county as early as 1804. Jesse Vawter, a Baptist minister, along with John Reece, James Vawter, and several other pioneers, settled in the county in 1805. In 1806, James Underwood settled on the headwaters of Crooked Creek, and Archibald Dinwiddie and Basaleo Maxwell built cabins near the present site of Hanover. George Ritchie settled on Clifty Creek the same year. Among the other early settlers were James Edwards, William Hall, John H. Wagner, Mason Watts, and Christopher Harrison.

Jefferson County was formed by an act of the Territorial Legislature approved November 23, 1810, effective January, 1811, out of lands previously attached to Dearborn and Clark Counties. The legal boundaries of the new county were: "Beginning at the mouth of Log Lick creek, on the bank of the river Ohio, thence to the corner of sections five and eight, town four, range three, thence north[wardly] to the Indian boundary line, thence with the same [northwardly and] westwardly to a point opposite the northeast corner of Clark's grant, thence on a direct line to the said corner of the said grant, thence a direct line to the Ohio river at the lower line of town two, north, range ten, east, thence up the Ohio river with the meanders thereof to the beginning." (1)

In a series of legislative acts beginning in 1810 and ending in 1837 the boundaries of Jefferson County were altered and it was reduced in size. On November 27, 1810, and December 21, 1813,

Franklin (2) and Washington (3) Counties, respectively, were formed, altering the boundaries of Jefferson County. Switzerland County was formed and territory attached to Dearborn County by an act of September 7, 1814, and Jackson County was formed by an act of December 18, 1815. (5) The area of Jefferson County was considerably reduced by this legislation. When Jennings and Ripley Counties were formed on December 27, 1816, the area of Jefferson County was reduced to less than half its former size. (6) Scott County, formed on January 12, 1820, further reduced the size of Jefferson. (7) On January 22 and 25, 1830, the boundary between Jefferson and Scott Counties, and the line between Jefferson and Jennings Counties ^{was} altered. (8) A change in the line between Jefferson and Jennings Counties was effected by an act of February 6, 1835, and on February 8, 1836, the boundary between Jefferson and Clark Counties was changed. (10) This line was the subject of another act passed on February 2, 1837. (11) The last act relating to the boundaries of the county was passed on February 13, 1851, ^{and} a small area of Jefferson was attached to Scott County. (12)

The first officials to govern the new county were appointed by the Territorial Governor. John Paul was clerk and recorder and John Vawter, sheriff; John Frances De Four, surveyor; and John Sering, treasurer. Samuel Smock, William Colton, and Christopher Harrison were judges of the circuit court. The common pleas court was made up of several judges, but the names of all but William McFarland are unknown.

The first meeting of the court of common pleas was held on June 14, 1812, at the home of John H. Wagner in Madison. This court served as the county board until 1816, when Indiana was admitted to the Union and the office of county commissioners was created. The first term of circuit court convened November 7, 1814, at Madison. The county seat of Jefferson County was located at Madison by the legislative act which formed the county. The county was named in honor of Thomas Jefferson, the third president of the United States. There are ten townships in the county: Graham, Hanover, Lancaster, Madison, Milton, Monroe, Republican, Saluda, Shelby, and Smyrna.

The growth of Madison was slow. Two years after the town was laid out only ten or twelve families lived in the county seat. In 1814, Colonel John Paul built a grist mill on Crooked Creek. Later on, mills were built for the production of linseed oil, castor oil, and cotton and woolen goods. The town became the center of a large river trade, and grew to be a seat of culture and wealth. Many of the 140,000 pioneers who came into Indiana between 1810 and 1819 passed through Madison by way of the Ohio River or from the south. An inlet into the central and northern parts of the state was necessary in order to encourage settlement and commerce. A road that would connect the Ohio River with Lake Michigan would also have military value. Madison was chosen for the southern terminus of the

Michigan Road, and in 1832 work was begun at this point.

From a cultural point of view Madison was probably the foremost town in the state. In 1827, Hanover Academy - now called Hanover College - was founded to educate young men for the Presbyterian ministry. Many men prominent in the history of Indiana received their education here. Another educational institution situated in Jefferson County was the Eleutherian College, founded in 1850 for the education of Negro and white students. Between 1857 and 1860 it had 75 to 80 students, equally divided as to race. A few years later the idea was abandoned. The institution was for years the first station on the underground railroad.

The first courthouse in the county was built of logs and was two stories high. It was erected in 1811 on the south half of the public square. A brick, octagon shaped courthouse was built on the same site in 1823 and was destroyed by fire September 12, 1853. The present courthouse was erected the next year. This brick and stone building was partially destroyed by fire in 1859.

The population of Jefferson County has been decreasing steadily since 1890 when 24,507 persons were living in the county. According to the 1920 census the population had decreased to 19,182. Of these .9 per cent were foreign born whites and 2.2 per cent were Negroes.

The principal source of income in the county is agriculture and more persons are engaged in it than in any other industry.

The largest crops raised are tobacco, corn, and wheat. Dairy cattle, poultry, sheep, and a small number of hogs are important in the agricultural economics of the county. Tomatoes and berries are becoming increasingly important, and there are a few large fruit orchards in Jefferson County.

Practically all the manufacturing in the county is located in Madison. The principal products of these plants are coal, glue, bedroom furniture, tacks, nails, and staples, cotton shooting and twine, and boats. The total value of products manufactured in the county in 1920 was once two and a half million dollars.

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| (1) Acts of Ind. Terr., 1810,
pp. 14, 114. | (7) Acts 1819-20, pp. 51-52. |
| (2) Ibid., pp. 19-20, 114. | (8) Ibid., 1829-30, p. 21. |
| (3) Acts of Ind. Terr., 1813-14,
p. 91. | (9) Ibid., 1834-35 (general),
p. 78. |
| (4) Ibid., 1814, pp. 30-31, 34-35. | (10) Ibid., 1835-36 (general),
p. 80. |
| (5) Ibid., 1815, pp. 3-4. | (11) Ibid., 1836-37 (general),
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| (6) Acts 1816-17, p. 197. | (12) Ibid., 1850-51 (general),
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Chart of Governmental Organization to appear here.

2. GOVERNMENTAL ORGANIZATION AND RECORDS SYSTEM

Jefferson County, with its county seat at Madison, is a subdivision of the State of Indiana for administrative, judicial, and political purposes. It is a creature of the legislature and possesses only such powers of local government as are conferred by acts of the legislature or are incident and necessary to carry out the provisions thereof. Created by the state, the county is subject to legislative control at any time and its powers may be amplified or diminished without its consent.

Jefferson County was organized by an act of the General Assembly, effective Jan. 1, 1811. (1) Its present government, as it functions today, is the result of its development under the original Constitution of 1818, the present Constitution adopted in 1851, and more than a century of legislative action.

The county system of government is an inheritance from England and the American Colonies, whence pioneers in Indiana brought their customs and laws. Its beginnings in Indiana are found in the laws of the Northwest Territory, which recognized the counties already established, and provided for courts and administrative officers, as follows: General court of quarter sessions of the peace, county court of common pleas, (2) and court of probate, (3) commissioners, (4) sheriff, (5) coroner, (6) recorder, (7) treasurer, (8) (circuit court). (9) These officers were appointed by either the governor or the court. The laws of Indiana Territory provided for the appointment of

additional officers: Surveyor, (10) assessor, (11) prosecuting attorney, (12) and county agent who conveys and receives conveyances of public lands. (13)

When Jefferson County was organized in 1811, its government followed the form outlined above.

In the year of 1816 Indiana was admitted to the Union and the constitution of that year provided for the election in each county of a clerk of the circuit court, (14) recorder, (15) sheriff, and coroner, (16) and continued the other territorial officers until superseded. (17)

The legislature, in 1817, established a body called the board of commissioners, elected by the voters of the county; (18) the office of treasurer, who was appointed by the board of commissioners; (19) and in 1818 the office of surveyor, who was appointed and commissioned by the Governor of the state. (20)

In 1824, the board of commissioners was abolished, and its functions conferred upon the justices of the peace of the county, who constituted the board for doing county business, (21) until in 1831 the board of commissioners was reestablished, which consisted of three members elected by the voters. (22) In 1831 the legislature made the surveyor an appointee of the board of commissioners, (23) and in 1841 created the elective office of auditor. (24) Otherwise the organization continued practically unchanged for nearly ten years.

As the state grew, there was much dissatisfaction with the Constitution of 1818, but repeated attempts to change it did not

succoed until 1850, when a constitutional convention was called which framed a new constitution. (25) This constitution was submitted to the qualifiidd voters of the state and adopted in 1851 and proclaimed by the governor to be effective on November 1, 1851, and with amondments, remains the Constitution of Indiana. (26)

Each county is a political subdivision of the state and has an individual governmental organization. Although the Constitution of 1851 forbids special legislation, (27) and the general outline of the organization of county government remains the same, the general assembly has provided the necessary variations to take care of local needs and conditions. These variations lie chiefly in the number of officers and courts provided for counties within classifications based upon population. Urban and rural areas obviously cannot be ruled by the same number of officers. Each county has the constitutional officers, but the statutory officers vary in number, powers, and duties. The latter officers may be compulsory in all counties, or they may be optional and therefore established in only a few instances; others are authorized in only certain classes of counties, though the class may include only one county.

Indiana stands alone among the states of the Union in having a dual system of county governing boards, since the establishment in each county of a county council in 1899. (28) Each county is governed by a board of commissioners and a county council. The duties of these agencies, with technical distinction, are enumerated

in their proper places below.

From the beginning of the present century a tendency toward centralization of power in the hands of state authorities has taken from county officials many of their powers and duties and has greatly lessened the scope of those remaining. In older fields of finance, roads, and education, the state's supervision has greatly increased, and the creation of newer state departments such as police, food and fire inspection, and public welfare, has caused heavy removal of local responsibility and control.

Present Administration

The Constitution of 1851 reorganized the governmental structure, enlarging the number of constitutional officers to be elected by the people of the county, as follows: (29)

Clerk of the circuit court, who, by statutory provision, keeps the records of the proceedings of all county courts and performs other administrative duties, including serving as registration officer and member of the county election boards.

Recorder, who makes and preserves a public record of all legal documents, both official and private, as may be prescribed by law.

Sheriff, who is conservator of the peace and executes orders of the county courts and boards.

Coroner, who holds inquests in all cases of death by violence and of suspicious circumstances.

Treasurer, who receives and disburses all county moneys including the collection of taxes, and serves as ex-officio member of the board of review.

Auditor, who, the financial agent of the county, compiles the county budget estimates, prepares the tax duplicates, and serves as clerk and member of several county boards.

Surveyor, who has charge of all surveying and civil engineering work of the county, including the maintenance of drainage systems. (30)

The constitution also empowered the legislature to prescribe such other officers as may become necessary, (31) Under this authority the legislature has from time to time established the following statutory officers and boards:

Board of commissioners, the leading governing body of the county, often called the "bounty board", or the "board for doing county business". It consists of three members elected for terms of three years. The board furnishes and maintains county buildings and grounds, administers the financial transactions of the county, and audits the accounts of all officers who handle moneys of the county, and is responsible for the maintenance of county highways. (32)

County council, another governing body, created in 1899, (33) to control the finances of county government. This council, consists of seven members, elected for terms of four years. The council has power to fix the tax rate for county purposes and for all purposes where the rate is not fixed by law and is

required to be uniform throughout the county; to adopt the county budget and the exclusive right to make appropriations from the county treasury; and the exclusive power to authorize the borrowing of money and the issuing of bonds. (34)

Superintendent of schools, in 1873, (35) who has general superintendence of all schools of the county outside of incorporated cities and towns. (36) Elected by the township trustees, (37) he is ex-officio member and president of the county board of education. (38)

Board of education, in 1873, (39) consisting since an amendment of 1877, of the superintendent of schools, township trustees, and chairman of school trustees of each city and town of the county. The board considers the general wants and needs of the schools and school property, and all matters relating to the purchase of school furniture, books, maps, and charts. (40)

Health officer, in 1881, originally secretary of the board of health, (41) abolished by an act of 1909, which created the office of health commissioner, (42) whose title was changed in 1935 to health officer. He is appointed by the board of commissioners and must be legally qualified to practice medicine and enforce the health laws of the state. (43)

Assessor, in 1891, (44) who instructs and advises the township assessors, reviews their returns and examines the tax duplicates, assesses omitted real and personal property, (45) and appraises estates for inheritance taxes. (46) He is elected by the voters of the county, (47) and is ex-officio member and president of the board of review. (48)

Board of review, in 1891, whose members are the county assessor, auditor, and treasurer, (49) and, by an amendment of 1919, two freeholders of opposite political parties, appointed by the judge of the circuit court. (50) This board equalizes tax assessments as between townships or other taxing units and between individual property owners, and may set aside the aggregate assessment, if too high or too low, of the whole county or any taxing unit thereof and order a new assessment. (51)

Board of finance, in 1907, consisting of the board of commissioners, with the auditor as secretary. (52) This board has the custody of county funds and selects the depositories, (53) apportioning the deposits among the banks in agreement with municipal corporations in the county according to the total resources of the depositories. (45)

Agricultural agent, in 1913, who, under the supervision of Purdue University, conducts farmers' institutes and other movements for the advancement of agriculture and country life, and aids the superintendent of schools and the teachers of the county in agricultural education and domestic science. He is appointed by the director of agricultural extension service of Purdue University, subject to the approval of the state board known as the county agricultural agent board. (55)

Highway supervisor, in 1933, who supervises, under the direction of the board of commissioners, the repair and maintenance of all county highways. The board of commissioners makes the appointment and may appoint the surveyor as highway supervisor. The board of commissioners of Jefferson County has appointed the surveyor as highway supervisor. (56)

Board of tax adjustment, in 1933, consisting of seven members (57) who, by an amendment of 1937, are: One member of the county council, chosen by the council; the mayor of the largest city in the county or any public official of any city in the county, appointed by the mayor of the largest city of the county; one member of the county board of education, selected by such board; and four freeholders appointed by the judge of the circuit court. The board examines any tax levy and the corresponding items of the budget, and adjusts the tax rate so that it shall not exceed, in any municipal corporation, the total tax rate prescribed by law. (58)

School fund board, in 1935, consisting of three members; the auditor and the clerk of the circuit court, ex officio, and one member appointed by the judge of the circuit court. The board makes all loans from the common school and the congressional township school funds to owners of real estate, duly secured by mortgage. (59)

Department of public welfare, in 1936, (60) comprising the board of public welfare, consisting of five members appointed by the judge of the circuit court, (61) and the director of public welfare, appointed by the board. (62) The department administers the measures of public welfare as prescribed by law and the rules of the state department. (63)

Registration officer, in 1933, who is the clerk of the circuit court ex-officio. He conducts the registration of voters (64) and furnishes a list of the registered voters to

the inspector of each precinct. (65)

Board of election commissioners, in 1889, consisting of the clerk of the circuit court and two persons appointed by him, of opposite political parties. The board prepares, prints, and distributes ballots for general elections (66) and appoints the precinct officials. (67)

Board of canvassers, in 1905, which is the board of election commissioners. (66) The board canvasses, tabulates, and compiles the election returns of the county (69) and certifies the candidates elected. (70)

Board of primary election commissioners, in 1915, consisting of the clerk of the circuit court and two persons appointed by him, of opposite political parties. The board prepares, prints, and distributes ballots for primary elections. (71)

Judicial

The judicial system of Jefferson County, as of other Indiana counties, is prescribed by the constitution and subsequent acts of the Indiana General Assembly. The constitution authorized and directed that the state be divided into judicial circuits. (72) Jefferson County, combined with Switzerland County, constitutes the fifth circuit, established in 1901. (73) Previously, it was a part of a judicial circuit to which other counties were attached. The constitution further provides for the election of a judge (74) and a prosecuting attorney for the circuit, (75) and a clerk of

the circuit court. (76) The circuit court has original exclusive jurisdiction in all cases, criminal, civil, probate, and juvenile, except where exclusive or concurrent jurisdiction is conferred by law upon justices of the peace, and such appellate jurisdiction as is conferred by law. It also has jurisdiction of all other causes, matters, and proceedings where exclusive jurisdiction there of is not conferred by law upon some other court or office. (77)

Records System

The records of Jefferson County began with its creation in 1811. The establishment of each of the county offices and bureaus inaugurated their records which were kept in such fashion as the incumbents saw fit, following in the main the directions of the general assembly under the provisions for each respective office. In 1909, the legislature established the state board of accounts, which formulates, prescribes, and installs systems of accounting and reporting which are uniform for every public office of the same class. (78) Under this law some of the records were combined to eliminate separation, duplication, and overlapping. The board also permits the use of bound loose-leaf records in almost all cases where the records are typed. The quality of the paper and ink and the binding and rebinding practices are left to the judgment of the board of county commissioners, except that a good quality is required.

Whenever it may be necessary for the preservation of the records of any office, it is the duty of the board of commissioners

to issue an order directing the officer in charge to copy and transcribe the records. (79)

In 1925 a law was passed permitting county officials, at their discretion, to turn over to the archives division of the state library for permanent preservation, any official books, records, documents, original papers, newspapers files, or printed books and material not in current use in their offices. (80) This law is optional and has been ineffectual. County officials are loath to part with records, even when no longer in use and in spite of lack of storage space, anticipating a possible call for them. Consequently, they have only occasionally availed themselves of this provision for permanent preservation of their old records.

The recorder and other county officers, by an act of 1927, are authorized to record deeds, mortgages, and other instruments by any approved photographic process adopted by the board of commissioners. (81)

In 1937, the general assembly authorized the director of the state library, at his discretion, to make a copy, by photography or in any other way, of any official book, record, document, original paper, newspaper, or printed book or material in any county, city, or other public office, for preservation in the state archives. All public officials must permit copies to be made of the books, records, documents, and papers in their respective offices. (82)

- (1) Acts of Ind. Territory, 1810, pp. 14, 114.
- (2) Laws, Northwest Territory, Acts 1788, ch. 2, pp. 4, 7.
- (3) Ibid., ch. 3.
- (4) Ibid., Acts 1795, p. 201.
- (5) Ibid., Acts 1788, ch. 2, p. 8.
- (6) Ibid., Acts 1788, ch. 9, p. 24.
- (7) Ibid., Acts 1795, p. 197.
- (8) Ibid., Acts 1792, ch. 2, sec. 6.
- (9) Ibid., Acts 1788, ch. 2, pp. 6-7; Acts 1795, pp. 156-57, sec. 9.
- (10) Laws, Indiana Territory, Acts 1802, p. 25, sec. 1.
- (11) Ibid., Acts 1805, ch. 32, sec. 1.
- (12) Ibid., Acts 1810, ch. 10, sec. 5.
- (13) Ibid., Acts 1813, ch. 10, sec. 2.
- (14) Const. 1816, art. 5, sec. 3.
- (15) Ibid., art. 11, sec. 10.
- (16) Ibid., art. 4, sec. 25.
- (17) Ibid., art. 12, sec. 3.
- (18) Acts 1816-17, ch. 15, sec. 1.
- (19) Ibid., ch. 17, secs. 1-2.
- (20) Acts 1817-19, ch. 30, sec. 1.
- (21) Rev. Laws 1824, ch. 15, secs. 1, 11, 16-17.
- (22) Rev. Laws 1831, ch. 20, 8998: 1, 12, 14.
- (23) Ibid., ch. 102, sec. 1.
- (24) Acts 1841, ch. 2, sec. 1.
- (25) Acts 1850, ch. 21, sec. 9.
- (26) Kettloborough, Charles. Constitution Making in Indiana. Vol. 1, p. 222.
- (27) Const., art. 4, sec. 22.
- (28) Acts 1899; Burns 26-501.
- (29) Const., art. 6, sec. 2.
- (30) For citations, see the legal status essays of these offices in Section B.
- (31) Const., art. 6, sec. 3.
- (32) 1 Rev. Stat. 1852, Acts 1929; Burns 26-601; 1 Rev. Stat. 1852, Acts 1935; Burns, 1937 suppl., 26-620; Acts 1919; Burns 36-301.
- (33) Acts 1899; Burns 26-501.
- (34) Acts 1899; Burns 26-515, 26-520; Acts 1899, 1921, 1929; Burns 26-532.
- (35) Acts 1873, ch. 25, sec. 2.
- (36) Acts 1899; Burns 28-704.
- (37) Acts 1899, 1911, 1923; Burns 28-702.
- (38) Acts 1873, 1877; Burns 28-991.
- (39) Acts 1873, ch. 25, sec. 8.
- (40) Acts 1873, 1877; Burns 28-301.
- (41) Rev. Stat. 1891, sec. 4993.
- (42) Acts 1891, 1909; Burns 35-103.
- (43) Acts 1935; Burns, 1937 suppl., 35-118.
- (44) Acts 1891, ch. 99, sec. 112.
- (45) Acts 1919; Burns 64-1102.
- (46) Acts 1931, 1933; Burns 6-2408.
- (47) Acts 1919, 1921; Burns 64-1101.
- (48) Acts 1919, 1920 (Spec. Sess.); Burns 64-1201.
- (49) Acts 1891, ch. 99, sec. 114.
- (50) Acts 1919, 1920 (Spec. Sess.); Burns 64-1201.
- (51) Acts 1919; Burns 64-1205.
- (52) Acts 1907; Burns 61-606; Acts 1937; Burns, 1937 suppl., 61-629.
- (53) Acts 1937; Burns, 1937 suppl., 61-636.
- (54) Ibid., 61-635.
- (55) Acts 1913, 1923, 1927, 1937; Burns, 1937 suppl., 28-4911.
- (56) Acts 1933; Burns 36-1103, 36-1110.
- (57) Acts 1933; Burns 64-304.
- (58) Acts 1937; Burns, 1937 suppl., 64-310.
- (59) Acts 1935, 1935; Burns, 1937 suppl., 28-209.
- (60) Acts 1936 (Spec. Sess.); Burns, 1937 suppl., 52-1117.
- (61) Ibid., 52-1118.
- (62) Ibid., 52-1119.
- (63) Ibid., 52-1120.
- (64) Acts 1933; 1935; Burns, 1937 suppl., 29-306.
- (65) Acts 1933, 1935; Burns, 1937 suppl., 29-317.
- (66) Acts 1889; Burns 29-1002.

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| (67) Acts 1929, 1933; Burns
29-804, Acts 1929; Burns
29-805, 29-806, 29-807. | (76) Ibid., art. 5, sec. 2;
2 Rev. Stat. 1852; Burns
49-2701. |
| (68) Acts 1905, 1927; Burns
29-1401. | (77) Acts 1881 (Spec. Sess.) Burns
4-303. |
| (69) Acts 1905, Burns 29-1404. | (78) Acts 1909; Burns 60-202,
60-224. |
| (70) Ibid., 29-1405. | (79) Acts 1877; Burns 26-634. |
| (71) Acts 1915, 1917; Burns
29-504. | (80) Acts 1925, 1937; Burns, 1937
suppl., 63-830. |
| (72) Const., art. 7, sec. 9. | (81) Acts 1927; Burns 49-3207. |
| (73) Acts 1901; Burns 4-332. | (82) Acts 1925, 1937; Burns,
1937 suppl., 63-830. |
| (74) Const., art. 7, sec. 9;
Acts 1881; Burns 4-301. | |
| (75) Ibid., sec. 11; 2 Rev.
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Floor plans of first floor to appear here.

3. HOUSING, CARE, AND ACCESSIBILITY OF THE RECORDS

The Jefferson County courthouse, built in 1854, is situated on a public square in Madison. Constructed of brick and wood faced with marble, it is 90' length, 50' in width, and 30' in height; a clock tower rises above the center of the building. The basement contains a storage room for records; the first floor, the offices of the clerk, the recorder, the sheriff, the assessor, the treasurer, the auditor, the superintendent of schools, and the agricultural agent; the second floor, another office of the clerk; and the third floor--the attic--a storage room for records.

Board of Commissioners

The commissioners' records are housed in the clerk's vault and the auditor's office and vault (q.v., *infra*).

County Council

The council's records are housed in the clerk's and the auditor's vaults (q.v., *infra*).

Clerk of the Circuit Court

The clerk has an office and a vault on the first floor and an office on the second floor. The first floor office, on the north side of the building, is 21' by 20' by 13', and has a wooden floor, plastered walls, and a plastered ceiling. On 21' of shelving are 3' of bound volumes and 9' of unbound records in

Floor plans of second floor to appear here.

file boxes 10" deep. Seventy-six per cent of the clerk's records, 24% of the records of the circuit court, all the records of the common pleas court, 10% of the sheriff's records, and 2 volumes of the auditor's records are housed here.

The second floor office, on the southeast corner of the building, is 23' by 22' by 11', and is similar in construction to the first floor office. Ample space for expansion is left on the present shelving, which houses 23' of bound volumes and 10' of unbound records in file boxes 10" deep. These comprise 16% of the records of the circuit court.

The vault, lying to the west of the first floor office, measures 21' by 10' by 11', and has a wooden floor, plastered walls, and a plastered ceiling. Like the offices, it is well lighted and well ventilated, providing satisfactory accommodations for users of the records. These records consist of 15' of bound volumes and 15' of unbound records in file boxes 10" deep; space for expansion can be obtained on the present shelving. The vault houses 22% of the clerk's records, 55% of the commissioner's records, 97% of the councils' records, 53% of the records of the circuit court, 18% of the sheriff's records, all the records of the coroner and the school fund board, 1 volume of the treasurer's records, and 12% of the auditor's records. The other 2% of the clerk's records are housed in the attic storage room.

Floor plans of attic to appear here.

Recorder

The recorder occupies an office and a vault on the south side of the first floor, the former of which is 21' by 16' by 12', while the latter is 21' by 8' by 12'. The office has a wooden floor, plastered walls, and a plastered ceiling; the vault, a stone floor, brick walls, and a brick ceiling. Both are well lighted and well ventilated, and both provide adequate accommodations for users of the records. Four feet of bound volumes are housed here, the shelving being adequate for several years' expansion. The vault houses 640' of bound volumes and 27' of unbound records in file boxes 11" deep. Space for expansion also is available here. Housed in the offices are 2% of the recorder's records, 1 volume of the auditor's records, and 33% of the surveyor's records; in the vault, 96% of the recorder's records and 67% of the surveyor's records. Two percent of the recorder's records are in the attic storage room.

Circuit Court

Circuit court records are housed in the clerk's two offices, the clerk's vault, and the attic storage room(q.v: clerk, supra; storage room, infra).

Common Pleas Court

All the records of the common pleas court are housed in the clerk's first floor office (q.v., supra).

Floor plans of basement to appear here.

Sheriff

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The sheriff's office, a well lighted, well ventilated room on the northeast corner of the first floor, is 20' by 14' by 12', and has a wooden floor and plastered walls and ceiling. One and one-half feet of bound volumes and 6' of unbound records are arranged on a desk, and 6' of unbound records are housed in a filing cabinet. Thirty per cent of the sheriff's records are housed here, 10% in the clerk's first floor office, 15% in the clerk's vault, 30% in the attic storage room, and 15% in the basement storage room. Good accommodations are provided in the office for users of the records.

Coroner

All the coroner's records are housed in the clerk's vault (q.v., supra).

Assessor

An office, measuring 18' by 11' by 12', on the northwest corner of the first floor, is jointly occupied by the assessor and the surveyor. It has a wooden floor, plastered walls, and a plastered ceiling, and is well lighted and well ventilated. Users of the records are well accommodated. Forty five feet of bound volumes--16% of the assessor's records, 12% of the auditor's records, and 50% of the highway supervisor's records--are housed here. The shelving is adequate for several

years' expansion. Four per cent of the assessor's records are housed in the auditor's office and 80% in the basement storage room; none of the surveyor's records are housed here.

Board of Review

The records of the board of review are housed in the auditor's office (q.v., infra).

Board of Tax Adjustment

Records of the board of tax adjustment are housed in the auditor's office (q.v., infra).

Board of Finance

All records of the board of finance are housed in the auditor's office (q.v., infra).

School Fund Board

The records of the school fund board are kept in the clerk's vault (q.v., supra).

Treasurer

An office and a vault on the south side of the first floor are occupied by the treasurer. The vault is 21' by 9' by 12'; it has a concrete floor and brick walls and ceiling, and its ventilation and lighting are good. [No details on the office are available at present]. In the vault, 150' of shelving

are partially occupied by 51' of bound volumes and 8' of unbound records in file boxes 5" deep. Of the treasurer's records, 1% is housed in his office, 43% in his vault, 1% in the auditor's vault, and 55% in the basement storage room. Persons consulting the records are furnished with satisfactory accommodations in the vault.

Auditor

The auditor's office and vault adjoin the treasurer's office, on the south side of the first floor. The office is 21' by 19' by 13', and has a wooden floor and plastered walls and ceiling; the vault is 21' by 11' by 11', and has a concrete floor and brick walls and ceiling. These rooms are well lighted and well ventilated, providing satisfactory accommodations for users of the records. The office contains 3' of bound volumes and 12' of unbound records in file boxes 9" deep; its shelving is entirely occupied, but space for more is available. The vault contains 161' of shelving, 178' of which are occupied by bound volumes and 31' by unbound records in file boxes 11" deep; the same conditions prevail here as in the office. Three per cent of the auditor's records, 16% of the commissioners' records, and 4% of the assessor's records are housed in the office. Sixty-one per cent of the auditor's records; 26% of the commissioners' records; 3% of the council's records; all the records of the boards of review, tax adjustment, and finance; and 1% each of the records of the treasurer and the superintendent

of schools are housed in the vault. Distribution of the remainder of the auditor's records is as follows: 12% each in the clerk's vault and the assessor's office, 4% in the attic storage room, 7% in the basement storage room, and small portions--comprising between them slightly less than 1%--in the clerk's first floor office and the recorder's office.

Board of Education

All the records of the board of education are kept in the office of the superintendent of schools (q.v., infra).

Superintendent of Schools

The superintendent's office, measuring 18' by 10' by 12', lies on the north side of the first floor, opposite the clerk's office and near the north entrance. Having a wooden floor, plastered walls, and a plastered ceiling, it is in good condition and is well lighted and well ventilated. On wooden shelving are 5' of bound volumes and 18' of unbound records in file boxes 15" deep, these comprising 99% of the superintendent's records and all the records of the board of education. No space is left on the present shelving, and none for additional shelving. Adequate accommodations are furnished users of the records.

Health Officer

The health officer's office is located at present in the professional office of the incumbent, Dr. Kromer, at Second and Walnut

Streets, Madison. The office is in good condition; all the records of the health officer--56' of bound volumes--are housed here.

Department of Public Welfare

The welfare office is located in a residence at 408 Jefferson Street, Madison. Measuring 12' by 12' by 9', the office has a wooden floor, plastered walls, and a plastered ceiling, and is well lighted and well ventilated. Eleven feet of bound volumes are housed in a metal cabinet. All the records of the department are kept in this room, which provides satisfactory accommodations for users of the records.

Surveyor

The surveyor's records are housed in the recorder's office and vault (q.v., supra).

Highway Supervisor

The records of the highway supervisor are housed in the assessor's office and the basement storage room (q.v.; assessor, supra; storage room, infra).

Agricultural Agent

Adjoining the superintendent's office, on the north side of the first floor, the agricultural agent's office is 13' by 13' by 12', and has a wooden floor, plastered walls, and a plastered ceiling. Here are housed 3' of bound volumes and 4'

of unbound records in file boxes 12" deep--all the records of the agricultural agent. Well lighted and well ventilated, the office provides adequate accommodations for persons consulting the records.

Storage Rooms

Two storage rooms--one in the basement and one in the attic--are used for the storage of old records. The basement room, on the north side of the building, houses 2% of the recorder's records, 15% of the sheriff's records, 80% of the assessor's records, 55% of the treasurer's records, 7% of the auditor's records, and 50% of the records of the highway supervisor. The attic storage room is not equipped with shelving; the records are stacked on boards nailed across joists. Three per cent of the commissioners' records, 2% of the clerk's records, 17% of the records of the circuit court, 30% of the sheriff's records, and 4% of the auditor's records are housed here. No further details on these rooms are available at present.

Review

Additional shelving is needed in the auditor's office and vault and in the agricultural agent's office. Space for more shelving is available in these rooms, and no serious problem is presented.

What is, perhaps, a more serious problem, is a lack of space

in the superintendent's office. As stated above, more shelving is needed, but no space for it can be obtained. It would be advisable to provide more space for this office, but not at the cost of depriving other offices of their needed space. The solution to this peculiar situation cannot be given by the Historical Records Survey.

4. ABBREVIATIONS, SYMBOLS, AND EXPLANATORY NOTES

The Style Manual of the United States Government Printing Office is the authority followed herein.

Acts	(Session) Laws of the State of Indiana (commonly referred to by binder's title, "Acts"). By authority ... (of the) Secretary of State (of Indiana)
agr. agt.	agricultural agent, agricultural agent's
alph.	alphabetical, alphabetically
approx.	approximately
arr.	arranged
art.	article
assr.	assessor, assessor's
aud.	auditor, auditor's
aver.	average
bdl.	bundle
Bldg.	Building
bsmt.	basement
Burns.	Burns, Harrison, editor. Annotated Indiana Statutes containing all acts of a general and public nature in force September 1, 1933. 12 vols. The Bobbs-Merrill Company, Indianapolis, Ind. (c1933 and 1934) with Supplement 1936 in pocket in back cover. (Year is given in reference only in citations to supplement. Numbers refer to sections which run in one continuous, consecutive series as explained in Burns 1:iii-iv.)
c.	copyright (before date)

C.C.	County Courthouse
ch.	chapter
chron.	chronologically, chronological
clk.	clerk, clerk's
comr.	commissioner, commissioners, commissioner's, commissioners'
Const.	Constitution of Indiana (refers to present constitution unless date follows)
cor.	coroner, coroner's
hdw.	handwritten
hi. sup.	highway supervisor, highway super- visor's
hlth. offr.	health officer, health officer's
ibid.	ibidem (same reference as that immediately foregoing)
Ind.	Indiana; Indiana Reports (when preceded by the volume number, reference is to the official state court reports).
Laws Ind. Terr.	Laws of Indiana Territory, The 1801-1809. Edited by Francis S. Philbrick. Collections of the Illinois State Historical Library: Vol. 21. Reprinted with supplementary Indiana material. Indianapolis, Ind. Historical Bureau, 1951.
Laws N. W. Terr.	Laws of the Northwest Territory, The: 1788-1800. Edited by Theodore Calvin Pease. Ill- inois State Historical Li- brary Law Series: Vol. 1. Springfield, Ill. Reprinted by the Illinois State Bar Association. (c1925)
mi.	mile
n.	north

no.	northeast
no., nos.	number, numbers
nw.	northwest
off.	office
p., pp.	page, pages
pr. frm.	printed form
pt.	part
pvt.	private
pros. atty.	prosecuting attorney, prosecuting attorney's
q.v.	which see
rec.	record
recr.	recorder, recorder's
Rev. Laws 1831	Revised Laws of Indiana, ... enacted by the general assembly at their fifteenth session ... Published by authority of the general assembly. Indianapolis, 1931.
Rev. Stat. 1843	Revised Statutes of the State of Indiana passed at the twenty- seventh session of the general assembly ... Printed and publi- shed according to law. Indiana- polis, 1843.
1 Rev. Stat. 1852) 2 Rev. Stat. 1852)	Revised Statutes of the State of Indiana, passed at the thirty- sixth session of the general assembly ... 2 vols. Printed and published according to law. Indianapolis, 1852.
Rev. Stat. 1881	Revised Statutes of Indiana ... Collated and annotated by James F. Frazer, John B. Stotsenburg and David Turpie, Commissioners. By authority of the general assembly Chicago, Ill. B. E. Myers and Company, 1881.

rm	room
s.	south
sec.	section
se.	southeast
shf.	sheriff, sheriff's
spe. sess.	special session
stat.	statutes
stg.	storage
suppl.	supplement
sur.	surveyor, surveyor's
supt.	superintendent, superintendent's, superintendent of schools
sw.	southwest
tr.	treasurer, treasurer's
twp.	township
U. S.	United States
vol., vols.	Volume, volumes
vt.	vault
wfr.	welfare
--	current
'	foot, feet
"	inch, inches

Other abbreviations in common use are occasionally used.

Explanatory Notes

The inventory of the records of each bureau is preceded by an explanatory section, giving its legal status and functions.

In each legal status the inception date of each office is given as a comparative basis for the dates of the records. If the office were established before the origin of the county, the date of organization is the inception date. Whenever the inception date of records is later than the date of the organization of the county, it is by reason of statutory inauguration.

Entries are grouped under an outline classification, using headings and subheads according to relative functions. The first breakdown is centered in capitals and lower-case; the second breakdown is relative to the first and is in capitals and lower-case, underscored at the margin.

Each entry has two parts or paragraphs: Title and description. Occasionally an entry will have a third cross-reference paragraph.

I. The title consists of:

1. Entry number. The entries are numbered consecutively within the county.

2. Titles in capitals, enclosed in parentheses, are supplied by the Historical Records Survey, because either the volume or file has no title or an incorrect one. Words in capitals and lower case, enclosed in parentheses, are also supplied or are supplementary to the title, where it is necessary to explain the typed of records more fully.

3. Period covered by the record, showing beginning and ending dates by years only. In a divided year, the months and days are given. A dash in place of an ending date denotes a continuous open record.

4. Quantity.

5. Markings, if a series or a part of a series.

where the entry consists of one unit, marked 1, the marking is omitted; if otherwise marked, except by dates, marking is given.

6. Variation in numbering.

7. Missing volumes.

8. Subtitles or variations in title.

II. The description consists of:

1. A complete description of the record, its contents, and its purpose, with a resume of the column headings or subjects treated.

2. Method of arrangement or indexing.

3. Nature of recording. Modern records are almost exclusively in printed form, filled in by hand or typewriter as stated in entry.

4. Condition. Unless good or excellent, in which case, it is omitted.

5. Number of pages averaged for a series.

6. Size, averaged for a series, is given in inches unless otherwise specified; hence the inch sign is omitted.

7. Location. The place of custody (the room in which the records are located) is given in the entry, except, as stated in the legal status, in cases where all, or the majority, of the records are in one room.

III. Cross-references made to other entries.

1. For records which have relative functions.
2. For records having earlier or later recordings under a different title or type of record.
3. For records for which additional information may be found in other entries.

Whenever an entry contains more than one type of record, all the dates are given in a master entry under the actual title or under a complete title, if supplied, with reference to subordinate entries for each part. The subordinate entries consist of title, dates, and description only.

I. BOARD OF COMMISSIONERS

The board of commissioners is a statutory body comprising three members (1) elected for terms of three years. Elections are so arranged that one member shall retire each year. (2) The county is divided into three districts from each of which one member is elected by the electorate of the entire county. (3)

Jefferson County has had a board for doing county business since 1817, the date of its organization. For the first year it was composed of the justices of the peace of the several townships of the county, as provided by an act of 1824, (4) with the powers and duties originally conferred upon the board of commissioners of the several counties by an act of 1817. (5) An act of 1831 established the board of commissioners consisting of three elective members, (6) and the revised statutes of 1952 confirmed it in its present form. (7)

The board is the administrative agency of the county and exercises all powers for the transaction of county business conferred by law. (8) In 1899 the fiscal powers were vested exclusively in the county council, which was then created. (9)

The board of commissioners is a body corporate and politic by the name and style of "The Board of Commissioners of the County of Jefferson", and as such, and in such name, may sue and be sued, possessing duties, rights, and powers incident to corporations, (10) It meets in regular sessions beginning on the first Monday of every month. (11) and in special sessions called for specifically

stated business by the county auditor, its clerk ex officio, (12) or, in case of death or disqualification, by the clerk of the circuit court and recorder, respectively. (13) Any two members constitute a quorum to do business. (14)

Its principal functions are: Control of county property, allowance of claims against the county, auditing accounts of all officers handling county money, (15) and exercise of the right of eminent domain. (16) Other powers, in specific instances, have been conferred upon the board by the legislature: Letting of contracts for county buildings; (17) purchase of materials and supplies; (18) supervision of maintenance of roads, bridges, and culverts; (19) preparation of the annual budget estimates; (20) abolition or change of township or precinct boundary lines; (21) establishment and maintenance of libraries (22) and hospitals; (23) authorization of payment of bounties; offering of rewards; (24) and authorization of subscription to and preservation of public newspapers printed in the county. (25)

Besides its administrative functions, the board sits as a court in the trial of causes concerning county business. For the transaction of business it adopts its own regulations, but for court sessions it must comply, so far as practicable, with the rules for conducting business in the circuit court. (26) Appeals from its decisions can be taken to the circuit court pursuant to provisions of statute. (27)

The commissioners, by virtue of their office, were constituted

a board of turnpike directors by an act of 1873, for the management and control of all free turnpikes in the county. Their powers are to appoint suitable persons to supervise the work of repairs, contract for labor materials, enter upon lands to take gravel and to give certificates of payments, and to appoint a clerk of the board. (22) An act of 1903 made the county auditor the clerk of the board. (23)

This board was abolished in 1913, and the highways were placed in charge of a superintendent of highways appointed by the commissioners. (30)

This office was likewise abolished twenty years later and supervision of highways was transferred to the surveyor, (31) unless the commissioners appoint a highway supervisor. The county commissioners may employ the surveyor to serve as highway supervisor. (32)

The auditor, as clerk, attends the meetings of the board of commissioners, keeps a record of its proceedings, and preserves all the books and papers touching county business in his office. (33)

All the records are located in the courthouse.

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- (1) 1 Rev. Stat. 1832; Acts 1839; Burns 28-361.
 - (2) Acts 1839; Burns 28-364.
 - (3) 1 Rev. Stat. 1832; Burns 28-362.
 - (4) 1 Rev. Laws 1834, ch. 15, secs. 1, 11, 16-17.
 - (5) Acts 1817, ch. 18, sec. 1.
 - (6) Rev. Laws, 1831, ch. 20, secs. 1, 12, 11.
 - (7) 1 Rev. Stat. 1852, ch. 20, sec. 1.

- (8) Acts 1817, ch. 18, sec. 1; Const., art. 8, sec. 10.
- (9) Acts 1839; Burns 28-361, 28-365; Acts 1839, 1841, 1842; Burns 28-370.
- (10) 1 Rev. Stat. 1832; Burns 28-363.
- (11) Acts 1839; Burns 28-362.
- (12) 1 Rev. Stat. 1832; Burns 28-363; Acts 1839; Burns 28-360.

- (13) Acts 1898; Burns 28-807.
- (14) 1 Rev. Stat. 1898; Acts 1899; Burns 28-801.
- (15) 1 Rev. Stat. 1898; Acts 1899; Burns, 1937 suppl., 28-820.
- (16) Acts 1899; Burns 28-8101; Acts 1910; Burns 36-303; Acts 1937; Burns, 1937 suppl., 28-840.
- (17) Acts 1907; Burns 28-2002, 28-2004.
- (18) Acts 1899, 1903, 1933; Burns 28-538; Acts 1910; Burns 28-585.
- (19) Acts 1910; Burns 36-301.
- (20) Acts 1899; Burns 28-516, 28-517.
- (21) Acts 1899; Burns 28-701; Acts 1910; Burns 28-705.
- (22) 1 Rev. Stat. 1898; Burns 28-801.
- (23) Acts 1898; Burns 28-801.
- (24) 1 Rev. Stat. 1898; Acts 1899, 1903, 1911; Burns 28-1101 to 28-1105.
- (25) 1 Rev. Stat. 1898; Burns 28-820.
- (26) 1 Rev. Stat. 1898; Burns 28-817.
- (27) 1 Rev. Stat. 1898; Burns 28-901.
- (28) Acts 1899, ch. 115, sec. 1.
- (29) Acts 1905, ch. 137, sec. 35.
- (30) Acts 1913, ch. 430, sec. 1.
- (31) Acts 1933; Burns 36-1101.
- (32) Acts 1933; Burns 36-1110.
- (33) 1 Rev. Stat. 1898; Burns 28-811, 28-821, 28-8004.

Court Proceedings and Reports

1. CHILDREN'S RECORD, 1917--. 39 vols. (1-2; 1-18; 3 vols. not numbered).

Record of proceedings of commissioners, showing the legal state and of business transacted, meeting notes, contracts, county expense allowances, and amounts. Indexed alph. by nature of subjects. 1917-20, haw.; 1920--, typed. 450 pp. 18 x 12 x 3. Aud. wt.

2. CHILDREN'S HOME REGISTER, 1902-1918. 1 vol.

Register of children in orphan's home, showing names of child and parents, date and by whose order admitted, age and maturity of child, and name and address of foster parents. No index. Haw. Condition poor. 200 pp. 8 x 9 x 1. Aud. wt.

Bond Issues

3. DEED RECORD, 1911--. 1 vol. (2). Vol. 1, prior to 1911, missing.

Record of free gravel road bonds, showing date and number of bond, term of payments and interest rate, and date of maturity. Arr. by bond numbers. 10w. 400 pp. 30 x 17 x 2 $\frac{1}{2}$. Aud. vt.

Petitions

4. (PETITIONS, BONDS, LEGAL PAPERS, AND MORTGAGES), 1831--. 113 file boxes.

Legal papers in clerk's files. Contains: General Road Petition, entry 5; County Council, entry 14; Official Bonds, entry 17; Administrative Bonds, entry 103; Coroner's Inquests, entry 124; Approval of Schools and Loans, entry 132; Poor Relief, entry 173; School Fund Mortgages, entry 130. No index. 10 $\frac{1}{2}$ x 12 x 5. 11h. vt.

5. GRAVEL ROAD PETITIONS, 1831--. In (Petitions, Bonds, Legal Papers, and Mortgages), entry 64.

Gravel road petitions, showing names of petitioners, date, and location of roads.

Requisitions, Bids, and Contracts

6. BIDDER'S RECORD, 1835--. 1 vol.

Record of bids for county supplies, showing notice and date of bid; publications used; name of bidder; purpose, quantity, and amount of bid; and name of successful bidder. No index. 14w. 210 pp. 14 x 13 x 1. Aud. vt.

Claims and Allowances

7. COMMISSIONERS' CLAIM AND ALLOWANCE RECORD, 1922--.

18 vols. (2-8,1-9). Title varies: Commissioners' Docket.

Record of claims and allowances, showing claim number, name of claimant, amount, allowance date, and appropriation charged.

Arr. numerically. Adv. 375 pp. 10 x 12 x 3. 3 vols., 1922-26, cloth stg. rd.; 13 vols., 1926--., Clk. vt.

8. (CLAIMS AND WARRANTS), 1919--. 64 file boxes.

Claims paid and warrants redeemed. Contains: Commissioners' Claims, entry 9; Warrants redeemed, entry 171. Arr. by claim and warrant numbers. 10 x 4 x 5. 36 file boxes, 1919-26, Aud. vt.; 13 file boxes, 1926--., Aud. off.

9. COMMISSIONERS' CLAIMS, 1920--. In(Claims and Warrants), entry 3.

Claims filed and allowed, showing name of claimant; date; purpose; amount; claim number; and commissioners' signatures.

10. OLD AGE PENSION, 1933-36. 1 vol.

Record of applications for old age pensions, showing date, and name and address of applicant. Arr. alpn. by names of applicants.

Typed. 300 pp. 10 x 12 x 2. Aud. vt.

Roads, Bridges, and Ditches

11. RECORD OF SUPERVISOR'S REPORTS, REPAIR CRACKED ROADS, 1870-1900.

3 vols.

Record of quarterly reports of expenditures for repairs of free

gravel roads, showing number of certificate; date; name of payee; number of days of labor; amount of materials used; and total cost. Arr. chron. Hdw. 375 pp. 12 x 12 x 3. 2 vols., 1870-99, attic. stg. rm.; 1 vol., 1899-1900, 01k. vt.

12. INDEX TO ROADS, 1843-1915. 1 vol.

Record of roads in Madison Township, showing name of road and viewers; dates of construction and completion; and location. No index. Hdw. 175 pp. 17 x 12 x 1. And. vt.

II. COUNTY COUNCIL

In 1899 the legislature created the county council, to be known as "The Jefferson County Council". (1) This council consists of seven members who are elected for a term of four years and who must be qualified voters and resident freeholders of the county. One member is elected from each of the four councilmanic districts by the voters of the district, and three members are elected by the voters of the county at large. (2) The council elects its president from its membership, and the auditor as its clerk is required to keep and preserve in his office a record of its proceedings. (3) The sheriff is required to execute the orders of the council. (4)

The regular annual meeting is held on the first Tuesday after the first Monday of September for the purposes of fixing the tax rate, of imposing the tax levy, and of making appropriations, and continues from day to day until its business is completed. Special meetings may be called by the auditor or a majority of the members. Sessions must be public. (5) Although a majority of the council constitutes a quorum, the passage of ordinances requires a majority of all members; (6) and extraordinary majorities are required by law in certain instances: a three-fourths vote to increase or insert an item in the budget estimates submitted by the county agencies through the auditor; (7) a two-thirds vote to make additional appropriations at special meetings. (8)

The power of fixing the tax rate for county purposes and for all purposes where it is not fixed by law and is required to be uniform throughout the county, is vested exclusively in the council, likewise the power of making appropriation of money to be paid out of the county treasury. (9)

The council passes on all budget estimates submitted by county officials, (10) as well as emergency appropriations. (11)

The council has exclusive power to authorize the borrowing of money for the county and the issuing of bonds. (12) No sale or purchase by the county of real estate of the value of \$1,000 or more is made without authorization by the council. (13)

The auditor, as clerk of the council, keeps a journal of its proceedings, and also keeps and preserves in his office its files and papers. (14)

All the records are located in the courthouse.

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|---|---|
| (1) Acts 1899; Burns 26-501. | (7) Acts 1899; Burns 26-520. |
| (2) Acts 1899; Burns 26-502, 26-504; Acts 1907; Burns 26-505. | (8) Acts 1899, 1907, 1913, 1937; Burns, 1937 suppl., 26-521. |
| (3) Acts 1899, 1931; Burns 26-507; Acts 1899; Burns 26-509. | (9) Acts 1899; Burns 26-516, 26-520. |
| (4) Acts 1899; Burns 26-510. | (10) Acts 1899; Burns 26-520. |
| (5) Acts 1899, 1931; Burns 26-507; Acts 1899; Burns 26-508. | (11) Acts 1899, 1907, 1913, 1937; Burns, 1937 suppl., 26-521. |
| (6) Acts 1899; Burns 26-511. | (12) Acts 1899, 1912, 1929; Burns 26-532. |
| | (13) Acts 1899; Burns 26-534. |
| | (14) Acts 1899; Burns 26-509. |

13. COUNTY COUNCIL RECORD, 1899-1935. 2 vols. (2, 1 vol. not numbered).

Minutes of meetings of the county council, showing date and place

of meeting, names of members present, nature of business transacted, and decisions of the board. Arr. alph. by names of subjects.

1899-1900, hdw., 1900-35, typed. 600 pp. 18 x 13 x 3. Aud. vt.

14. COUNTY COUNCIL (Estimates), 1881--. In (Petitions, Bonds, Legal Papers, and Mortgages), entry 4.

Papers from the various county officers estimating the amount of appropriations needed for expenses in conducting the offices, showing date and place of meeting, and decisions of the board.

III. CLERK OF THE CIRCUIT COURT

The clerk of the circuit court, commonly referred to as "county clerk", is a constitutional officer, elected for a four-year term, and not entitled to hold office for more than eight years in any twelve-year period. (1)

Prior to the Constitution of 1851, the office of clerk existed by virtue of the Constitution of 1816. (2) The inception date of this office in Jefferson County is 1816.

The clerk of the circuit court is required to keep a set of dockets and records for the court. (3) He also serves, by statutory provisions, as clerk of all county courts.

In addition to his court duties, numerous other duties are imposed upon the clerk by statute. He serves ex officio as registration officer for the county (4) and as member and clerk of the county election boards. (5)

Other important duties of the clerk are the issuance of marriage licenses; (6) professional licenses, such as physicians', (7) dentists', (8) and optometrists'; (9) hunting, trapping, and fishing licenses; (10) business licenses, such as poultry dealers' (11) and junk dealers'; (12) and, upon order of the circuit judge, permits to carry small firearms. (13) He approves, files, and keeps a record of the bonds of county and township officers, unless other provision is made by law, (14) and of notaries. (15) He is required to keep a register of trained nurses (16) and a record of certificates of firms and partnerships, doing business under

any name, designation, or title and the real names of their members, (17) and he also records many legal instruments. (18)

The clerk is required to preserve in his office all records and writings appertaining to his official duties, to indorse the time of filing of all papers, and in addition to the records mentioned above, to keep all necessary judges', appearance, bar, judgment, and execution dockets; order and final record books; a complete record of all causes involving title to land, of all criminal causes for felony, and of all other cases upon request; (19) a cash book; (20) and a fee register. (21) Other records are specifically provided for by the laws assigning to him the duties outlined above.

All the records are located in the courthouse.

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|---|---|
| (1) Const., art. 6, sec. 2;
2 Rev. Stat. 1852; Burns
49-2701. | (11) Acts 1917, 1929, 1932 (Spec.
Sess.); Burns 42-802. |
| (2) Const. 1816, art. 5,
sec. 8. | (12) Acts 1905; Burns 42-703. |
| (3) 2 Rev. Stat. 1852; Burns
49-2706. | (13) Acts 1935, 1937; Burns,
1937 suppl., 10-4738. |
| (4) Acts 1933, 1935; Burns,
1937 suppl., 29-306. | (14) 1 Rev. Stat. 1852; Burns
49-105; Acts 1857; Burns
49-124; 2 Rev. Stat. 1852;
Burns 49-2706. |
| (5) Acts 1905, 1927; Burns
29-1401; Acts 1915, 1917;
Burns 29-504; Acts 1899;
Burns 29-1002. | (15) 1 Rev. Stat. 1852; Acts
1855; Burns 49-3503. |
| (6) Acts 1852; Burns 44-201. | (16) Acts 1905, 1913, 1931;
Burns 63-203. |
| (7) Acts 1897, 1899; Burns
63-1302. | (17) Acts 1909; Burns 50-201,
50-202. |
| (8) Acts 1913, 1931, 1935;
Burns, 1937 suppl.,
63-504. | (18) 2 Rev. Stat. 1852; Burns
49-2706. |
| (9) Acts 1907, 1935; Burns,
1937 suppl., 63-1011. | (19) 2 Rev. Stat. 1852; Burns
49-2706. |
| (10) Acts 1937; Burns, 1937
suppl., 11-1403. | (20) Acts 1879 (Spec. Sess.);
Burns 49-2722. |
| | (21) Acts 1879 (Spec. Sess.);
Burns 49-2723. |

Official Bonds
(See also entry 190)

County

15. OFFICIAL BOND RECORD, 1890--. 3 vols. (A-C).

Record of bonds posted by officials, showing date, names of official and bondsman, amount of surety, terms of bond, and judicial approval. Arr. alph. by names of officials. Hdw. 560 pp. 18 x 13 x 3. Clk. off.

16. OFFICIAL BOND INDEX RECORD, 1895-1935. 1 vol.

General index to records of official bonds, showing names of officials and sureties; type and amount of bond; and dates of filing and release. Arr. alph. by names of sureties. Hdw. 500 pp. 18 x 13 x 3. Clk. off.

17. OFFICIAL BOND, 1852--. In (Petitions, Bonds, Legal Papers, and Mortgages), entry 4.

Original bonds posted by county officials, showing date, names of official and sureties, and amount and terms of bond.

Licenses

Marriage

(See also entry 229)

18. MARRIAGE RECORDS, 1811--. 20 vols. (1-20).

Record of applications for marriage licenses, showing date; names, ages, birthplaces, color, and residences of bride and groom; names of parents; and number of marriage certificate. Arr. alph. by

names of brides and grooms. Hdw. 565 pp. 18 x 13 x 3. Clk. off.

Professional

19. RECORD OF PHYSICIAN LICENSE, 1885-1934. 2 vols.

Record of licenses issued to practice medicine and surgery, showing date, name of physician, present address, qualifications, and name of school of medicine attended. Arr. alph. by names of physicians. Hdw. 212 pp. 16 x 11 x 1. Clk. off.

20. RECORD DENTAL LICENSE, 1899-1931. 1 vol.

Record of licenses issued to practice dentistry, showing date, certificate of state board of dental examiners, licence of dentist, name of dentist, age, birthplace, and present address. Arr. alph. by names of dentists. Hdw. 220 pp. 16 x 11 x 1 $\frac{1}{2}$. Clk. vt.

21. VETERINARY RECORD, 1901-4.. 1 vol.

Record of applications and certificates to practice veterinary medicine and surgery, showing date, names of applicant and school of medicine, affidavit of freeholder, and present address. Arr. alph. by names of veterinarians. Hdw. 592 pp. 18 x 13 x 3. Clk. off.

Business

22. JUNK DEALER'S LICENSE, 1905--. 1 vol.

Record of licenses issued to dealers to sell junked material, showing date, name and address of applicant, and term of license. Arr. alph. by names of dealers. Hdw. 216 pp. 14 x 9 x 1. Clk. off.

23. RECORD OF POULTRY DEALER'S LICENSE, 1917--. 6 vols.
(1-6).

Record of applications for licenses to deal in poultry, showing date, name of applicant, and business location. Arr. alph. by names of dealers. Hdw. 504 pp. 11 x 9 x 2 $\frac{1}{2}$. Clk. vt.

24. POULTRY DEALERS' LICENSE, 1840--. 30 file boxes.

Licenses issued to dealers to buy and sell poultry, showing date, name of dealer, business address, and term of license. No index. 5 x 4 x 3. Clk. off.

Certificates

25. RECORD OF PARTNERSHIP, 1909--. 6 vols. (1-6).

Record of business or professional partnerships, showing date, names of parties and of firm, kind of business or profession, and business address. Arr. alph. by names of parties. Hdw. 478 pp. 16 x 10 x 3. Clk. vt.

26. PATENT RECORD, 1869-70. 1 vol.

Record of applications for patent rights, showing name of applicant, description of article or device, and application and recording dates. Arr. alph. by names of applicants. Hdw. 440 pp. 18 x 13 x 2. Attic stg. rm.

27. PERMIT FOR FIREARMS, 1934-35. 1 vol.

Record of permits issued to carry firearms, showing date, name of permit holder, address, permit number, and signatures of officials. Arr. alph. by names of applicants. Hdw. 200 pp. 10 x 8 x 1. Clk. vt.

28. APPLICATION FOR FIREARM PERMIT, 1926-35. 2 bundles.

Applications for permits to carry firearms, showing application number, date, name of applicant, address, personal description, description of firearm, and signatures of applicant, officials, and clerk. Arr. chron. 8 x 4 x 1. Clk. vt.

Registers

29. REGISTER OF TRAINED NURSES, 1908-34. 1 vol.

Register of trained nurses, showing date of registration, name of nurse, and address. Indexed alph. by names of nurses. Hdw. 100 pp. 14 x 9 x 1. Clk. off.

Receipts and Disbursements

30. RECORD OF MONTHLY BALANCE, 1911-30. 2 vols. (1-2).

Record of monthly balances, showing previous balance, date, total daily and monthly receipts and disbursements, names of payee and payer, fund debited or credited, balance at end of month, and overdrafts. Arr. chron. Hdw. 242 pp. 19 x 16 x 1 $\frac{1}{4}$. Clk. vt.

31. CLERK'S FEE AND CASH BOOK, 1811--. 2 vols. (2 vols. numbered 1).

Record of all fees collected, showing date, name of payer, amount, and purpose. Arr. alph. by names of payers. Hdw. 488 pp. 18 x 15 x 3. 1 vol., 1811-1905, Clk. vt.; 1 vol., 1905--, Clk. off.

Maps

32. JEFFERSON COUNTY, 1933. 1 map.

Communications and political map of Jefferson County, showing state highways, sections, ranges, towns, and townships. Published at Chicago by R. F. Leo. Black and white. No scale given. 42 x 36. Clk. off., 2nd floor.

The recorder is a constitutional officer elected for a term of four years and is required to post bond. (1) No person is eligible to hold the office of recorder for more than eight years in any twelve-year period. (2)

Prior to the Constitution of 1851, the office of recorder existed by virtue of the Constitution of 1816. (3) The inception date of this office in Jefferson County is 1811, the organization date of the county.

The title of this officer describes his functions: To make and preserve a public record of legal documents which by law he is bound to record, for both county officials and private persons. (4) Of the many kinds of instruments recorded the more important are: Deeds, mortgages, and apprentices' indentures, (5) satisfactions, cancellations, and assignments of any kind, (6) mechanics' liens, (7) and leases. (8)

Other documents of which the recorder is required to keep a record are: Articles of incorporation filed in his office, (9) certificates of admission for foreign corporations to do business in Indiana, (10) cemetery deeds, (11) cemetery associations, (12) farm notes, (13) and chattel mortgages. (14)

The forms and methods to be used by the recorder are described in detail in the statutes. In addition to the records enumerated above, he must keep a fee book and a cash book, and enter therein

as received, all money received by his office. (15) He is also required to index his records, both in each volume and in complete or general indexes. (16)

All the records are located in the courthouse.

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|---|---|
| (1) 1 Rev. Stat. 1832; Acts 1831; Burns 3601. | (9) Acts 1836; Burns 25-319. |
| (2) Const. art. 6, sec. 3. | (10) Acts 1837; Burns 25-319. |
| (3) Const 1816, art. 11, sec. 12. | (11) Acts 1838; Burns 21-213. |
| (4) 1 Rev. Stat. 1832; Acts 1832; Burns 49-3205. | (12) 1 Rev. Stat. 1832; Burns 25-1520. |
| (5) 1 Rev. Stat. 1832; Burns 49-3210. | (13) Acts 1834; Burns 49-3220. |
| (6) Acts 1836; Burns 49-3203. | (14) Acts 1836; Burns, 1837 suppl., 51-210. |
| (7) Acts 1839; Burns 43-703. | (15) Acts 1838; Burns 49-1401. |
| (8) 1 Rev. Stat. 1832; Acts 1875, 1913, 1911, 1932; Burns 53-114. | (16) 1 Rev. Stat. 1832; Burns 49-3201, 49-7617 to 49-3220; 1 Rev. Stat. 1832; Acts 1836; Burns 49-3213. |

Deeds, Titles, and Grants

33. DEED RECORD, 1812--. 127 vols. (1-101, A-Z).

Records of deeds, showing date; names of grantor and grantee; description of land; and of incumbrances. No index. Vol. 101 is 1" x 8". Recr. 14.

34. ORIGINAL LIST OF DEEDS, 1812--. 31 vols.

Subtitled: 35 vols., 1812-34, Grantor; 40 vols., 1812--., Grantee.

Each to deed record, showing date, names of grantor and grantee, description and location of property, and book and page number of deed record. Arr. alpha. by names of grantors and grantees. Vol. 130 pp. 10 x 15 x 17. Recr. 15.

33. (DEEDS, MORTGAGES, LIENS, AND BOND RELEASES), 1880--.

64 File boxes.

Papers left for recording and uncalled for. Contains: Deeds, entry 50; Chattel Mortgages, entry 50; Mortgages, entry 50; Mortgage Releases, entry 50; Mechanic's Liens, entry 62; Leases, entry 69; Partition Records, entry 70; Grantor's Bond Releases, entry 70. Arr. chron. 10 x 5 x 4 1/2. Recr. vt.

34. DEEDS (Uncalled for), 1813--. In (Deeds, Mortgages, Liens, and Bond Releases), entry 33.

Original deeds recorded but uncalled for, showing date, names of grantor and grantee, description and location of property, amount of consideration, and signature of grantee.

35. SHERIFF'S SALE RECORD, 1800--. 5 vols. (1-5).

Record of deeds of real estate sold by sheriff, showing date; names of bidder, purchaser, and sheriff; and description and location of property. Indexed alph. by names of grantees. 1800-1831, now.; 1831--, typed. 550 pp. 13 x 13 x 3. Recr. vt.

36. COUNTY CEMETERY RECORD, 1825-31. 1 vol.

Record of cemetery lot deeds, showing date, names of grantor and grantee, description of lot, and amount of consideration. Indexed alph. by names of owners. Typed. 450 pp. 13 x 13 x 2 1/2. Recr. vt.

37. PARTITION DEED RECORD, 1881--. 1 vol.

Record of deeds issued when partitioning lands and lots, showing date, names of grantee and grantor, location and description of property, amount of consideration, cause number, court proceedings,

and subject of partition. Indexed alph. by names of owners.

1881-1885, n.w.; 1886-- , typed. 550 pp. 10 x 12 x 3. Leather. vt.

10. PARTITION CASES, 1886-- . In (Sales, Mortgages, Liens, and Bond Releases), entry 35.

Partition papers showing date; names of grantor and grantee; court; and trial proceedings.

11. PARTITION CASES, 1886-- . 1 vol.

Records of court of property ordered sold by treasurer for non-payment of taxes, showing date, name of owner, description of property, and amount of consideration. Indexed alph. by names of title holders. n.w. 550 pp. 10 x 12 x 3. Leather. vt.

For sales records, see entry 108.

12. (SALES, MORTGAGES, AND LIENS), 1886-- . 30 pigeon holes.

Papers left for recording and uncalled for. Contains: Mortgage Bonds, entry 43; Quiet Titles, entry 46; Chattel Mortgages, entry 47; Release of Mortgage, entry 41; Lease of Real Estate, entry 39. Arr. alph. by names of owners. 7 x 11 x 12. Leather. vt.

13. MORTGAGE CASES, 1886-- . In (Sales, Mortgages, and Liens), entry 42.

Records of deeds to real estate, showing date, names of grantor and grantee, description of property, and warrant.

14. QUIET TITLE CASES, 1886-- . 1 vol.

Records of quiet title deeds, showing date, names of plaintiff and defendant, description of property, and transcript of court orders. Indexed alph. by names of plaintiffs and defendants. Typed. 550 pp. 10 x 12 x 3. Leather. vt.

15. ~~PLAT BOOK~~ ~~PLAT BOOK~~, 1911-23. 1 vol.

General index to quiet title records, showing dates of filing and decrees, names of plaintiff and defendant, description and location of property, and place recorded. Arr. alph. by names of plaintiffs. Edw. 430 pp. 10 x 15 x 2. Leather. v.

16. ~~PLAT BOOK~~, 1900--. In (Deeds, Mortgages, and Dockets), entry 10.

Record of deeds, titles to which have been quieted by court order, showing date of court order; and names of parties, heirs, deceased, and estate.

17. ~~PLAT BOOK~~, 1911-1931. 1 vol.

Record of original plats of Madison, showing surveys; descriptions of lots; and location of streets, alleys, and markers. No index. Edw. 100 pp. 22 x 30 x 2. Leather. v.

18. ~~PLAT BOOK~~, not dated. 2 vols. (1,1).

Record of U.S. government plats, showing townships; ranges; quarter sections, half sections, and sections; and name of purchaser. Arr. alph. by names of tracts. Edw. 175 pp. 10 x 12 x 1. Leather. v.

19. ~~PLAT BOOK~~ ~~PLAT BOOK~~, 1900--. 1 vol.

Copies of plat maps of original governmental surveys of each section of county, showing section number and acreage. Arr. alph. by names of tracts. Edw. 50 pp. 17 x 14 x 1. Leather. v.

Mortgages and Mortgages

Legal Records

50. RECORD OF MORTGAGES, 1847--. 54 vols. (1-51). Title varies: Mortgage Record.

Record of mortgages, showing date; month; names of mortgagor and mortgagee; and volume and page number. Indexed alpn. by names of mortgagors and mortgagees. Hlw. 210 pp. 16 x 12 x 2. Recr. vt.

51. GENERAL INDEX OF MORTGAGES, 1814--. 36 vols.

Subtitled: Mortgages, Mortgagor.

Index of mortgages, showing date of recording and deed; names of mortgagor, mortgagee, and town; and description and location of land. Hlw. alph. by names of mortgagors and mortgagees. Hlw. 300 pp. 16 x 12 x 2. Recr. vt.

52. BUILDING AND LOAN MORTGAGE RECORD, 1875--. 20 vols.

(1-20).

Record of mortgages securing loans on Building and Loan Associations, showing date of filing, names of mortgagor and mortgagee, description of property, amount, and terms and obligations of payment. Indexed alpn. by names of mortgagors and mortgagees. 1875-1905, hlw.; 1906--, typed. 300 pp. 16 x 12 x 2. Recr. vt.

Chattels

53. CHATTEL MORTGAGE BOOK, 1876--. 1 vol.

Record of chattel mortgages, showing date of filing, names of

date of filing, location and description of property, amount of mortgage, and date due. Arr. alph. by names of mortgagors. Adw. 288 pp. 15 x 18 x 3. Recr. vt.

54. CHATTEL MORTGAGES, 1885--. 1 vol.

Index to chattel mortgages, showing date of filing, names of mortgagor and mortgagee, place of recording, and description and location of property. Arr. alph. by names of mortgagors and mortgagees. Adw. 600 pp. 18 x 18 x 3. Recr. vt.

55. CHATTEL MORTGAGE RECORD, 1885--. 24 vols. (1-23,1).

Record of chattel mortgages, showing date of filing, names of mortgagor and mortgagee, chattel, amount of mortgage, and date of maturity. Arr. alph. by names of mortgagors and mortgagees. 1885-1905, adw.; 1906-35, typed; 1935--, adw. 600 pp. 18 x 18 x 3. Recr. off.

56. CHATTEL MORTGAGES, 1880--. In(Deeds, Mortgages, Liens and Bond Releases), entry 35.

Original mortgages showing date of filing, names of mortgagor and mortgagee, description of property and amount of mortgage, and signature of mortgagee.

57. CHATTEL MORTGAGES, 1880--. In(Deeds, Mortgages, and Leases), entry 42.

Original mortgages uncalled for, showing date, names of mortgagor and mortgagee, amount of mortgage, description and location of property, and signature of mortgagee.

35. MORTGAGES, 1880--. In (Deeds, Mortgages, Liens, and Bond Releases), entry 35.

Original mortgages recorded, showing date, names of mortgagor and mortgagee, amount of consideration, and amount due.

School Funds (see also entries 152-159, 165-168)

59. SCHOOL FUND MORTGAGE RECORD, 1880--. 5 vols. (1-5).

Record of school fund mortgages, showing date, names of mortgagor and mortgagee, description of property, amount of mortgage, rate of interest, and description and location of property. Indexed alpha. by names of mortgagees. 1880-1905, now.; 1905--, typed. 600 pp. 13 x 13 x 3. 1000. vt.

Releases

60. MORTGAGE RELEASES, 1880--. In (Deeds, Mortgages, Liens, and Bond Releases), entry 35.

Mortgage releases, showing date, names of mortgagor and mortgagee, description of property, amount of mortgage, satisfaction, date of release, and signature of mortgagee.

61. RELEASE OF MORTGAGE, 1880--. In (Deeds, Mortgages, and Leases), entry 42.

Mortgage releases, showing date, names of mortgagor and mortgagee, description of property, amount of mortgage, satisfaction, and date of release.

Liens

82. LIEN RECORD BOOKS, 1890--. 22 (1890-91, 1892-93, 1894-95, and 1896-1899), entry 85.

Lien on property to secure payment for labor and material costs, showing date, names of lien holder and property owner, amount of lien, and description of property.

Register of Legal Instruments

83. DEED BOOK, 1852--. 12 vols. (1-12, 1-1). 1897-91, missing. Record of deeds, showing date, names of grantor and grantee, location and description of land, type of instrument, and fees collected. No index. Edw. 321 pp. 10 x 13 x 2. 9 vols., 1852-1897, bart. stj. rm.; 3 vols., 1891--, Recr. rt.

84. WILL RECORD, 1891--. 5 vols. (1-5). Record of last will and testament of deceased persons, showing names of testator, heirs and witnesses; and certification by clerk. Indexed alph. by names of testators. 1871-1905, Edw.; 1906--, typed. 500 pp. 10 x 13 x 2. Recr. off.

85. SOLDIERS' SAILORS' AND MARINES' RECORD, 1892--. 1 vols. (1-3, and 1 vol. not numbered). Subtitled: 1 vol., 1920--, World War Record. Record of soldiers', sailors', and marines' service discharges, showing date, name, age, rank, and service record. Indexed alph. by names of soldiers. Edw. 370 pp. 10 x 13 x 2. Recr. vl.

For other military records, see entry 191.

66. RECORD OF THE SALES, 1910-33. 1 vol.

Record of names given for sale, showing date; names of owner and farm; and description of land. Indexed alph. by names of owners.

Typed. 100 pp. 10 x 12 x 1 3/4. Recr. vt.

67. RECORD OF ARTICLES OF INCORPORATIONS, 1897--. 3 vols.

(1-2,3).

Record of formation of corporations, showing date; names of directors and officers; articles of incorporation; tenure of charter; and proposed activities. Indexed alph. by names of corporations.

1897-1905, hndw.; 1905--, typed. 450 pp. 10 x 12 x 2. Recr. vt.

68. LEASE RECORD, 1897--. 2 vols. (2, and 1 vol. not numbered).

Record of leases, showing date; names of lessor and lessee; rental amount; and period of lease. Indexed alph. by names of lessors.

1897-1905, hndw.; 1905--, typed. 575 pp. 10 x 12 x 2. Recr. vt.

69. LEASE, 1898--. In (Deeds, Mortgages, Liens, and Bond Releases), entry 35, and in (Deeds, Mortgages, and Leases), entry 42.

Lease agreements, showing date; names of parties to lease; term; and rental amount.

70. EXECUTOR'S BOND, BAILMENTS, 1890--. 20 file boxes (A-1, A-2). In (Deeds, Mortgages, Liens, and Bond Releases), entry 41.

Executor's bonds recorded but unfiled for, showing date, names of executor and bondsmen, amount of bond, and reason for release.

71. RECORDS OF CATTLE AND HORSES, 1917-77. 1 vol.

Records of horses branded on live stock running at large; showing date, name of owner, and description of horses. Arr. alph. by names of trappers. Hdw. 300 pp. 12 x 3 x 1 1/2. Leather. vt.

Miscellaneous Records

72. MISCELLANEOUS RECORDS, 1909--. 6 vols. (1-6).

Miscellaneous records including articles of incorporation, increases of capital stock, certificates of releases, and mechanics' liens.

Arranged alph. by titles of subjects. 1909-1909, Hdw.; 1909-- , types. 600 pp. 12 x 13 x 2. Leather. off.

Fee and Cash Books

73. RECORDS OF FEE AND CASH BOOK, 1910--. 5 vols. (1-5).

Records of fees and cash received, showing date, name of payer, amount of fee, and total collected. No index. Hdw. 320 pp. 12 x 13 x 1 1/2. Leather. vt.

Maps

74. JEFFERSON COUNTY, 1910, 1913. 2 maps.

Political maps, showing towns, towns, and names of owners. Drawn by Joseph P. Leal. Published at Madison, Ind., by Madison Courier. Black and white. Scale: 1 1/2" to 1 mi. 41 x 33. 1910, Leather. vt.; 1913, Leather. off.

V. CIRCUIT COURT

The circuit court was created by the Constitution of 1816, and re-created by the Constitution of 1851. (1) The judge of the circuit court is elected by the voters of the circuit and serves for a term of six years. (2) The State of Indiana, by mandate of the Constitution of 1816, (3) was at first divided into three circuits by the legislature, and since that time the number of circuits has been increased as the need arose until at present there are seventy-eight -- only fourteen circuits embrace two counties. (4) The twentieth circuit comprises Jefferson County, (5) and the court is styled "Jefferson Circuit Court." (6)

The court has original exclusive jurisdiction in law, equity, and criminal cases, actions for divorce, and settlement of decedents' estates and guardianships, except as concurrent jurisdiction has been conferred by law upon justices of the peace. It has such appellate jurisdiction as may be conferred by law. It has also jurisdiction in all other causes, matters, and proceedings, except where exclusive jurisdiction has been conferred upon some other court, board, or officer. (7)

In 1829 the legislature created a probate court which became effective in Jefferson County upon its organization in 1830. This court had original and exclusive jurisdiction of all probate matters in the county. The clerk of the circuit court acted as clerk for the probate court. (8)

By an act of 1852 the legislature abolished the probate court (9)

and created a court of common pleas to serve Jefferson County. The clerk of the circuit court acted as clerk of the court of common pleas. (10) The court of common pleas had original and exclusive jurisdiction of probate cases. (11)

The legislature in 1873 abolished the court of common pleas and transferred its jurisdiction to the circuit court; (12) and all the records of the common pleas court were transferred to the circuit court. (13)

The clerk of the circuit court is charged by statute with the duty of keeping and preserving the official records of the circuit court. (14)

All the records are located in the courthouse.

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|--|---|
| (1) Const. 1816, art. 5, secs. 1, 3, 7; Const., art. 7, sec. 1. | (8) Acts 1828-29, pt. 2, ch. 26, secs. 1-3, 5, 8. |
| (2) Const., art. 7, sec. 9; Burns 4-301. | (9) 2 Rev. Stat. 1852, ch. 8, sec. 43. |
| (3) Const. 1816, art. 5, sec. 3. | (10) Ibid., sec. 1, 3, 25. |
| (4) Burns 4-332; Burns, 1937 suppl., 4-332. | (11) Ibid., sec. 4. |
| (5) Acts 1911; Burns 4-332. | (12) Acts 1873, ch. 29, secs. 21, 79-80. |
| (6) Act 1861 (Spc. Sess.); Burns 4-302. | (13) Ibid., sec. 81. |
| (7) Const., art. 7, sec. 8; Acts 1891 (Spc. Sess.); Burns 4-303. | (14) 2 Rev. Stat. 1852; Burns 49-2706. |

Civil Causes

75. INSANE RECORD, 1881-1927. 3 vols. (1-3).

Record of insane persons, showing date and number of warrant; name, age, sex, and color of patient; date of apprehension; order of admission; superintendent's receipts; order of discharge; and date

and number of warrant for patient's return. Indexed alph. by names of patients. Hdw. 428 pp. 18 x 13 x 3. Clk. vt., 1st floor. For subsequent records, see entry 84.

76. DECLARATION OF INTENTION, 1908-26. 1 vol.

Record of intention to become a citizen of the United States, showing date of filing; and name, residence, age, sex, nationality, and occupation of applicant. Indexed alph. by names of aliens. Hdw. 100 pp. 14 x 9 x $\frac{1}{2}$. Clk. vt., 1st floor.

77. NATURALIZATION SERVICE PETITION RECORD, 1834-1928.

3 vols.

Record of petitions to become naturalized citizens of the United States, showing date of petition; names of applicant and witnesses; residence, age, nationality, and birthplace of applicant; order of court admitting petitions; and oath of allegiance. Indexed alph. by names of aliens. Hdw. 50 pp. 18 x 11 x $\frac{3}{4}$. Clk. off., 1st floor.

Civil Proceedings
(See also entry 119)

78. ENTRY, ISSUE DOCKET, AND FEE BOOK, 1912--. 11 vols.

(1-11).

Entry, issue, and cost of cases. Contains: Entry, Issue Docket, and Fee Book, Civil, entry 79; Entry, Issue Docket, and Fee Book, Criminal, entry 94. Arr. by case nos. Hdw. 520 pp. 16 x 15 x 3. Clk. off.

79. ENTRY, ISSUE DOCKET, AND FEE BOOK, CIVIL, 1912--. In

Entry, Issue Docket, and Fee Book, entry 78.

Record of entry, issue, and costs of court cases; showing date of filing; names of plaintiff, defendant, witnesses, and attorneys; cause number; nature of charge; date of trial; cost; summons; and itemized fees.

80. DAYS' CAUSES, 1877--. 3 vols.

Entry of cases in court. Contains: Days' Causes, Civil, entry 81; Days' Causes, Criminal, entry 95. Indexed alph. by names of plaintiffs and defendants. Hdw. Condition fair. 350 pp. 12 x 13 x 3. Clk. off.

81. DAYS' CAUSES, CIVIL, 1877--. In Days' Causes, entry 80. Record of cases for each day, showing date; names of plaintiff, defendant, and attorneys; and proceedings of court.

82. BAR DOCKET, 1861--. 14 vols. (A-L, and 2 vols. not labeled). 1870-95, missing. Title varies: Judge's Docket.

Judge's docket of cases. Contains: Bar Docket, Civil, entry 83; Bar Docket, Criminal, entry 96. Arr. by cause nos. Hdw. 160 pp. 14 x 10 x 3/4. 2 vols., 1861-69, attic stg. rm.; 1 vol., 1908, Tr. vt.; 11 vols., 1896--., Clk. off.

83. BAR DOCKET, CIVIL, 1861--. In Bar Docket, entry 82. Minutes of court proceedings, showing date; case number; names of plaintiff, defendant, and attorneys; nature of charge; sheriff's return; date of trial; and disposition.

84. ORDER BOOKS, 1866--. 55 vols. (1-55).

Court orders of cases. Contains: Order Book, Civil, entry 85; Order Book, Criminal, entry 97. Indexed alph. by names of

plaintiffs and defendants. Hdw. 767 pp. 18 x 13 x 3. Clk. vt.

85. ORDER BOOK, CIVIL, 1866--. In Order Book, entry 94.

Record of court orders, showing date, case number, names of plaintiff and defendant, order, and action of court.

86. COMPLETE RECORD, 1853--. 49 vols.

Complete record of cases. Contains: Complete Record, Civil, entry 87; Complete Record, Criminal, entry 98. Arr. chron. Hdw. 608 pp. 18 x 13 x 3. Clk. vt.

87. COMPLETE RECORD, CIVIL, 1853--. In Complete Record, entry 86.

Complete record of cases in civil action, showing date; names of plaintiff, defendant, and attorneys; nature of charge; cause number; and disposition.

Executions

(See also entries 120-21)

88. EXECUTION DOCKET, CIVIL, 1845-56. 1 vol.

Record of executions issued on judgments, showing date, names of plaintiff and defendant, amount of judgment, and cost. Arr. chron.

Hdw. Condition fair. 350 pp. 18 x 13 x 3. Clk. vt.

89. LIS PENDENS RECORD, 1861--. 2 vols.

Record of sheriff's certificate of sale of real and personal property, showing dates of notice, certificate, advertising, and judgment; certificate number; names of plaintiff, defendant, and purchaser; amount of judgment; location and description of property; and purchase price. Arr. by case nos. Hdw. 50 pp. 18 x 13 x 3. Clk. off.

90. SUPPORT DOCKET, 1912--. 2 vols. (1-2). July 1932-Aug. 1935, missing.

Record of allowance for support, showing date of order, cause number, names of plaintiff and defendant, amount of payments, and dates received and disbursed. Indexed alph. by names of defendants. Hdw. 430 pp. 18 x 13 x 3. Clk. off.

Criminal Causes

91. CRIMES, 1800--. 58 boxes.

Documentary records of criminal cases, showing date, name of defendant, cause number, nature of crime, and final disposition. No index. 11 x 9 x 5. Clk. off., 2nd floor.

92. INFORMATION RECORD, 1908--. 2 vols. (2-3). Vol. 1, prior to 1908, missing.

Record of affidavits for the prosecution of persons committing offenses, showing date; names of plaintiff, defendant, and prosecutor; and nature of charge. Indexed alph. by names of defendants. Typed. 581 pp. 18 x 13 x 3. 1 vol., 1908-29, Clk. vt.; 1 vol., 1929--, Clk. off., 2nd floor.

93. INDICTMENT RECORD, 1879--. 2 vols. (1-2). 1883-May 1920, missing.

Record of indictments returned by grand juries, showing date; nature of charges; names of defendant, prosecutor, and witnesses. Arr. alph. by names of defendants. Hdw. 500 pp. 18 x 13 x 3. Clk. off., 2nd floor.

Criminal Proceedings

94. ENTRY, ISSUE DOCKET, AND FEE BOOK, CRIMINAL, 1912--.

In Entry, Issue Docket, and Fee Book, entry 78.

Record of entry, issue, and costs of court cases, showing date of filing; names of plaintiff, defendant, witnesses, and attorneys; cause number; nature of charge; date of trial; cost; summons; and itemized fees.

95. DAYS' CAUSES, CRIMINAL, 1877--. In Days' Causes, entry 80.

Record of cases entered in court daily, showing date; names of plaintiff, defendant, and attorneys; nature of cause; and proceedings of court.

96. BAR DOCKET, CRIMINAL, 1861--. In Bar Docket, entry 82. Minutes of court proceedings, showing date; case number; names of plaintiff, defendant, and attorneys; nature of charge; sheriff's return; date of trial; and disposition.

97. ORDER BOOK, CRIMINAL, 1866--. In Order Book, entry 84. Record of court orders, showing date, case number, names of plaintiff and defendant, orders, and action of court.

98. COMPLETE RECORD, CRIMINAL, 1853--. In Complete Record, entry 86.

Complete record of cases of criminal action, showing date; names of plaintiff, defendant, and attorneys; nature of charge; cause number; and disposition.

99. WILL RECORD, 1853--. 9 vols. (A-I).

Record of wills probated, showing date; names of testator, heirs, and witnesses; and description and distribution of bequests. Indexed alph. by names of testators. Typod. 549 pp. 18 x 13 x 3. Clk. vt.

100. WILLS, 1812--. 60 boxes.

Documentary record of wills probated, showing date; names of testator, heirs, witnesses, and estate; and description and distribution of bequests. No index. 5 x 4 x 3. Clk. off.

101. GENERAL INDEX OF ESTATES, 1836-50. 1 vol.

General index to estates, showing names of executor, administrator or guardian, and estate; kind of letters; and security for the settlement of estates. Indexed alph. by names of administrators. Hdw. Condition fair. 200 pp. 16 x 11 x 2. Attic stg. rm.

102. ADMINISTRATOR'S BOND, 1914--. 2 vols. (3-4). Vols.

1-2, prior to Oct. 1914, missing.

Record of surety bonds posted by administrators of estates, showing date of bond; names of administrator, bondsman, and estate; bond number; and amount. Indexed alph. by names of bondsmen. Hdw. 516 pp. 18 x 13 x 3. Clk. off.

103. ADMINISTRATOR BONDS, 1863--. In (Petitions, Bonds,

Legal Papers, and Mortgages), entry 4.

Documentary record of surety bonds posted by administrators of estates, showing date, names of administrator and bondsman, bond number, amount, and date of approval.

Probate Causes

The probate court of Jefferson County was established under a law of 1829, which placed probate matters in a separate court, consisting of one judge, elected by the voters of the county for a term of seven years. It had original and exclusive jurisdiction in matters relating to probate of wills; granting letters of administration; settlement of decedent's estates; appointment of guardians for minors and persons of unsound mind; and approval of bonds of guardians, administrators, and executors. (1)

The clerk of the circuit court acted as clerk of the probate court and was required to keep the records of the probate court separate from those of the circuit court. (2)

By an act of 1852 the legislature abolished the probate court (3) and created a court of common pleas for Jefferson County. The clerk of the circuit court acted as clerk of the court of common pleas. (4) The court of common pleas had original and exclusive jurisdiction of probate causes. (5)

The legislature in 1873 abolished the court of common pleas and transferred its jurisdiction to the circuit court, (6) and all the records of the court of common pleas were transferred to the circuit court. (7)

(1) Acts 1829-29, pt. 2, ch. 26, secs. 1-2, 5, 8.

(2) Ibid., sec. 3.

(3) 2 Rev. Stat. 1852, ch. 8, sec. 43.

(4) Ibid., secs. 1, 3, 25.

(5) Ibid., sec. 4.

(6) Acts 1873, ch. 29, secs. 21, 79-80.

(7) Ibid., sec. 81.

104. GUARDIAN INVENTORY, 1881--. 9 vols. (1-9).

Record of guardians' inventory of real and personal property, showing date; names of guardian, ward, and deceased; and location, description, and value of property. Indexed alph. by names of deceased. Hdw. 428 pp. 18 x 13 x 3. Clk. off., 2nd floor.

105. RECORD OF SALE BILLS, 1881-1920. 2 vols. (1-2).

Record of personal property sales in settlement of estates, showing date; names of administrator, purchaser, bondsman, and estate; value of article; amount of purchase price; description; and total amount of sales. Indexed alph. by names of estates. Hdw. 568 pp. 18 x 13 x 3. Clk. vt.

Probate Proceedings

106. GENERAL ENTRY, CLAIM, AND ALLOWANCE DOCKET, 1881--.

5 vols. (1-5).

Record of estates, claims, and allowances, showing date; names of administrator, claimant, and estate; claim number; amount; and nature. Indexed alph. by names of estates. 296 pp. 18 x 13 x 3. 2 vols., 1881-1926, Clk. vt.; 3 vols., 1926--., Clk. off.

107. CLAIMS DOCKETED, June 7-9, 1874. 1 vol.

Record of claims, showing date, claim number, name of claimant, amount, date of allowance, and account. No index. Hdw. Condition fair. 190 pp. 18 x 9 x $\frac{1}{4}$. Attic stg. rm.

108. DENIED CLAIM DOCKET, 1853-57. 2 vols.

Record of claims denied by the court, showing date; names of plaintiff, defendant, and attorneys; nature of action; and sheriff's

return. Arr. by claim nos. Hdw. Condition poor. 190 pp. 18 x 9 x $\frac{1}{2}$. Attic stg. rm.

109. GUARDIANSHIP DOCKET, 1854--. 3 vols. (1-3).

Record of guardianship cases, showing date; names of guardian, ward, appraisers, and bondsman; date of letters; amounts of bond and inventory; and appraisement of property. No index. Hdw. 298 pp. 18 x 13 x 3. Clk. off.

110. PROBATE ORDER BOOK, CIVIL, 1837--. 63 vols. (1-63).

Record of orders on probate cases, showing date; names of plaintiff, defendant, and administrator; nature of petition; amount of claim; and judgment rendered. Indexed alph. by names of plaintiffs. Hdw. 638 pp. 18 x 13 x 3. Clk. vt.

111. COMPLETE RECORD PROBATE, 1843--. 41 vols. (1-41).

Record of probate cases, showing date; names of administrator, guardian, heirs, and estate; case number; and disposition.

Indexed alph. by names of estates. Hdw. 592 pp. 18 x 13 x 3.

39 vols., 1843-1930, Clk. vt.; 2 vols., 1930--, Clk. off.

Juvenile Proceedings

112. JUVENILE COURT DOCKET, 1907--. 1 vol.

Record of juvenile cases, showing date; names of plaintiff, defendant, witnesses, and attorneys; nature of case; proceedings; and docket and page numbers. Indexed alph. by names of plaintiffs and defendants. Hdw. 173 pp. 18 x 13 x 3. Clk. off.

113. ORDER BOOK, 1907--. 1 vol.

Record of orders for juvenile cases, showing date, cause number,

names of plaintiff and defendant, nature of complaint, and disposition. Indexed alph. by names of guardians. Hdw. 423 pp. 18 x 13 x 3. Clk. off., 2nd floor.

Bonds

114. RECOGNIZANCE BOND RECORD, 1928--. 1 vol.

Record of surety bonds posted to insure appearance in court, showing date, names of defendant and bondsman, amount of bond and term, and obligation of defendant. Indexed alph. by names of defendants. Hdw. 504 pp. 18 x 13 x 3. Clk. off., 2nd floor.

Fee and Cash Records

115. FEE BOOK, 1819-1910. 23 vols. (G-H, and 21 vols. not labeled).

Record of fees, showing date, case number, names of plaintiff and defendant, amount of fees, nature of case, and docket number or name. Arr. by case nos. Hdw. Condition fair. 639 pp. 18 x 13 x 3. Attic stg. rm.

116. FEE BILL DOCKET, 1861--. 1 vol.

Record of fees in court actions, showing date, case number, names of plaintiff and defendant, and amounts of fees, receipts, and disbursements. Arr. chron. Hdw. 450 pp. 18 x 13 x 3. Clk. off.

117. FEE BOOK, PROBATE, 1862--. 4 vols. (L-N, 28).

Record of fees on estates, showing date, name of estate, and total amount of fees. Arr. chron. Hdw. 598 pp. 18 x 13 x 3. Clk. off.

118. JUROR REGISTER AND TIME BOOK, 1886-97. 1 vol.

Record of jury service, showing date, names of jurors, miles traveled, length of service, and total cost. Arr. chron. Hdw.

Condition fair. 75 pp. 18 x 11 x $\frac{1}{2}$. Clk. vt.

VI. COMMON PLEAS COURT

The court of common pleas, consisting of one judge, elected for a term of four years, (1) was established by an act of 1852, effective in Jefferson County in 1853. (2)

The court had jurisdiction in matters relating to probate of wills and to appointment of guardians for persons of unsound mind and other disabilities; in matters relating to executors and administrators; (3) in civil matters ranging from fifty to one thousand dollars, except in cases of slander, libel, breach of marriage contract, action on an official bond, and where the title of real estate was in issue; (4) in civil matters exceeding one thousand dollars relating to judgments confessed by consent of both parties or in an agreed case; (5) and criminal jurisdiction in cases not amounting to felony, except those over which justices of the peace had jurisdiction, (6) and in felony cases not punishable by death providing that the accused voluntarily agreed to trial and in any criminal case on change of venue from the circuit court. (7)

The clerk of the circuit court acted as clerk of the common pleas (8) and was required to keep the records of the court of common pleas separate from the records of the circuit court. (9)

In 1873, the legislature abolished the court of common pleas and transferred its jurisdiction to the circuit court, (10) and all the records of the court of common pleas were

transferred to the circuit court. (11)

All the records are located in the clerk's vault, in the courthouse, and are, with other court records, in the custody of the clerk of the circuit court.

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| (1) 2 Rev. Stat. 1852, | (7) Ibid., sec. 17. |
| pt. 1, ch. 8, sec. 1. | (8) Ibid., sec. 25. |
| (2) Ibid., sec. 3. | (9) Ibid., sec. 26. |
| (3) Ibid., sec. 4. | (10) Acts 1873, ch. 29, |
| (4) Ibid., sec. 11. | secs. 79-80. |
| (5) Ibid., sec. 12. | (11) Ibid., sec. 81. |
| (6) Ibid., sec. 14. | |

Court Proceedings
(See also entries 78-87, 94-98)

119. ORDER BOOK OF COMMON PLEAS, 1853-73. 3 vols. (A-II)

Record of orders of common pleas, showing date, case number, names of plaintiff and defendant, nature of complaint, and judgment rendered. Indexed alph. by names of plaintiffs.

Hdw. Condition fair. 780 pp. 18 x 13 x 3.

VII. SHERIFF

The sheriff is a constitutional officer elected for a term of two years. He must give a bond to insure the faithful performance of duty, and is required to take the usual oath of office. (1) No person is eligible to hold the office of sheriff for more than four years in any period of six years.

(2) Prior to the Constitution of 1851, the office of sheriff functioned by virtue of the Constitution of 1810. (3) The inception date of this office in Jefferson County is 1811, the organization date of the county.

The sheriff is the conservator of peace within Jefferson County. He is required to arrest without process all persons, who within his view commit any crime or misdemeanor, and hold them in custody during investigation of the cause of such arrest; to suppress all breaches of the peace, with authority to call to his aid the power of the county; to pursue and commit to jail all felons; to maintain and preserve order in the courts of the county except justice of the peace courts. He also maintains the jail and takes care of the prisoners confined in it. (4) It is his duty to protect persons in danger of possible lynchings. (5) He makes arrests of all persons on warrants issued upon indictments and affidavits, and commits them to jail, and also serves summons in cases of misdemeanor. (6)

As a court officer of Jefferson County he is required to make service of all process. (7) He sells mortgaged property

on foreclosure proceedings; (8) executes deeds to real estate sold on executions; (9) conveys persons committed to state charitable, correctional, or penal institutions; (10) and attends sessions and executes the orders of of the county council (11) and the board of commissioners. (12)

The records are located in the courthouse.

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|---|---|
| (1) Const., art. 6, sec. 2;
2 Rev. Stat. 1852; Acts
1937; Burns, 1937 suppl.,
49-2801. | (7) 2 Rev. Stat. 1852; Burns
49-2803. |
| (2) Const., art. 6, sec. 2. | (8) Acts 1881 (Spec. Sess.);
Burns 3-1819. |
| (3) Const. 1816, art. 4, sec. 25. | (9) Acts 1881 (Spec. Sess.);
Burns 2-4101. |
| (4) 2 Rev. Stat. 1852; Burns
49-2802. | (10) Acts 1885; Burns 9-2252. |
| (5) Acts 1905; Burns 10-5510. | (11) Acts 1898; Burns 26-510. |
| (6) Acts 1905; 1937; Burns,
1937 suppl., 9-1001. | (12) 1 Rev. Stat. 1852; Burns
26-611. |

Executions and Reports
(See also entries 88-90)

120. SHERIFF'S RECORD OF EXECUTION, 1881--. 4 vols.

(1-3, 1). 1887-1927, missing.

Record of return of sheriff's sales of personal and real property, showing date, names of plaintiff and defendant, type of writ, amount of judgment, and sheriff's return.

No index. Hdw. 600 pp. 12 x 13 x 3. 3 vols., 1881-97, Clk. vt.;
1 vol., 1927--, Shf. off.

121. SHERIFF'S LIS PENDENS, 1877--. 2 vols.

Record of certificates of sale issued by sheriff, showing names of plaintiff, defendant, owner, and purchaser; and

location and value of property. Indexed alph. by names of plaintiffs. Hdw. 50 pp. 13 x 13 x 3. Clk. off.

122. JAIL REGISTER, 1871--. 3 vols. (1-2, and 1 vol. not numbered).

Register of prisoners committed to jail, showing dates sentenced and discharged; sex, age, color, address, and offense of prisoner; cost; and court order. Indexed alph. by names of prisoners. Hdw. 479 pp. 17 x 14 x 2 3/4. 1871-1913, attic stg. rm.; 1913--., Shf. off.

123. MILEAGE CLAIM RECORD, 1929--. 1 vol.

Record of sheriff's mileage, showing date, names of parties served, cause of action, and total miles covered. No index. Hdw. 500 pp. 16 x 11 x 2. Shf. off.

Fee and Cash Records

124. CASH BOOK, 1882--. 6 vols. (1-5, and 1 vol. not numbered).

Record of cash received by sheriff, showing date, amount received, name of payer, and balance. No index. Hdw. 200 pp. 16 x 11 x 2. 5 vols., 1882-1929, attic stg. rm.; 1 vol., 1929--., Shf. off.

125. SHERIFF'S REGISTER AND FEES PAID, 1914--.

4 vols. (1-3, 1). 1917-1923, missing.

Record of fees earned by sheriff, showing date, cause, kind of service, page number, and amount of fees and fines.

Indexed alph. by titles of causes. Hdw. 582 pp. 18 x 13 x 3. 3 vols., 1914-17, bsmt. stg. rm.; 1 vol., 1923--., Shf. off.

Maps

126. JEFFERSON COUNTY, 1933. 1 map.

Political map, showing farm tracts, name of owner, acreage, and political divisions of towns and cities. Drawn by A. J. Lee.

Published at Madison, Indiana. Printed, black and white.

Scale not given. 42 x 55. Shf. off.

VIII. CORONER

The coroner is a constitutional officer elected for two years without restriction on reelection. (1) He is required to post bond not exceeding five thousand dollars nor less than one thousand dollars. (2) The office was created before 1851 by virtue of the Constitution of 1816. (3) The inception date of this office in Jefferson County is 1811, the organization date of the county.

The coroner is required to investigate deaths by violence, by accident, and of suspicious nature, and to determine the cause and manner of death. (4) He holds inquests without a jury, (5) and may subpoena witnesses and employ a physician to make a post-mortem examination, (6) draws up his verdict, (7) and files it with a report, giving a minute description of the deceased and valuables found upon him, with the clerk of the circuit court. (8) He is a peace officer with the same powers as the sheriff, (9) and acts as sheriff in event of absence, vacancy, personal interest, or incapacity of that officer, (10) and serves warrants on the sheriff if necessary. (11)

All records are located in the clerk's vault, in the courthouse.

(1) Const. 1851, art. 6, sec. 2.
(2) 2 Rev. Stat. 1852; Acts 1933;
Burns 49-2901.
(3) Const. 1816, art. 4, sec. 25.

(4) 2 Rev. Stat. 1852;
Acts 1871, 1879 (Spec.
Sess.); Acts 1935;
Burns, 1937 suppl.,
49-2904.

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| (5) Acts 1879 (Spec. Sess.); Burns 49-2905. | (6) Ibid.; Burns 49-2909. |
| (6) 2 Rev. Stat. 1852; Burns 49-2906. | (9) 2 Rev. Stat. 1852; Acts 1879 (Spec. Sess.); Burns 49-2903. |
| (7) 2 Rev. Stat. 1852; Acts 1879 (Spec. Sess.); Burns 49-2908. | (10) 2 Rev. Stat. 1852; Burns 49-2902. |
| | (11) 2 Rev. Stat. 1852; Burns 49-2903. |

127. CORONER'S INQUIRIES, 1921--. 1 pigeon hole.

1929--, in) Petitions, Bonds, Legal Papers, and Mortgages), entry 4.

Coroner's records of sudden deaths, showing date, address, names of deceased and witnesses, date and cause of death, and coroner's verdict. Arr. chron. 8 $\frac{1}{2}$ x 4 x 9 $\frac{1}{2}$.

IX. PROSECUTING ATTORNEY

The prosecuting attorney is a constitutional officer, (1) elected in each judicial circuit for a term of two years. (2) He is required to post bond to be approved by the judge of the circuit court and filed with the clerk. (3)

Prior to the Constitution of 1851, the office of prosecutor existed by virtue of an act of 1831. A circuit prosecutor was chosen by a joint ballot of the senate and house of representatives. (4) The inception date of this office in Jefferson County is 1831.

It is the duty of the prosecuting attorney to inquire into the commission of any felony or misdemeanor received on information. (5) He appears before the grand jury to furnish information relative to matters cognizable by it or upon any legal deliberations. (6) He conducts all prosecutions for felonies and misdemeanors in Jefferson County, all suits on forfeited recognizances, resists applications for changing names, protects interests of all persons of unsound mind, and superintends on behalf of the county or any of its trust funds, all suits in which the same may be interested or involved. (7) He is also required to resist undefended actions for divorce. (8)

The prosecuting attorney may take acknowledgments to deeds or other instruments in writing, administer oaths, protest notes and checks, take depositions of witnesses, and perform any duty now conferred on a notary public. (9)

- (1) Const., art. 7, sec. 11.
- (2) 2 Rev. Stat. 1852; Burns 49-2501.
- (3) Ibid.; Burns 49-2502.
- (4) Rev. Laws 1881, ch. 10, sec. 1.
- (5) 2 Rev. Stat. 1852; Burns 49-2503.
- (6) Acts 1905; Burns 9-326.
- (7) 2 Rev. Stat. 1852; Burns 49-2504.
- (8) Acts 1873; Burns 3-1212.
- (9) Acts 1919; Burns 49-2507.

No records could be found.

X. ASSESSOR

The office of assessor was created by an act of 1891. (1) This officer is elected for a four-year term, there being no prohibition against successive terms. He must be a continuous resident freeholder of Jefferson County for not less than four years prior to the date of his election, and post a five thousand dollar bond, with two or more good freehold sureties approved by the auditor, who also administers the oath of office. His work is under the direction of the state board of tax commissioners, and he may be removed by that board, after a hearing, for incompetency, neglect of duty, or misconduct in office. (2)

The office of assessor existed in Jefferson County from 1841 to 1853 by virtue of an act of the legislature. (3) The inception date of the present office in Jefferson County is 1891.

The duties of the assessor are: To examine carefully the tax duplicates, to instruct and advise the township assessors, to review their returns, to assess omitted real and personal property, to report to the state board any delinquencies of township assessors, to examine public records, (4) to set a value upon intangibles for taxation, (5) and to appraise estates for inheritance taxes. (6) He is ex-officio member and president of the Jefferson County board of review. (7)

The records are located in the courthouse.

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| (1) Acts 1851, ch. 99, sec. 112. | (6) Acts 1818, 1821; Burns |
| (2) Acts 1818, 1821; Burns | 64-1101; Acts 1831, |
| 64-1101. | 1833; Burns 6-2408. |
| (3) Acts 1841, ch. 3, sec. 1. | (7) Acts 1918, 1920 (Spec. |
| (4) Acts 1919; Burns 64-1102. | Sess.); Burns 64-1201. |
| (5) Acts 1933, 1935; Burns, | |
| 1937 suppl., 64-905. | |

128. SCHEDULES FOR PERSONAL PROPERTY, 1901--. 503 vols.

Register of assessments of personal property, showing names of township and property owner; description and location of property; value; and amount assessed. Indexed alph. by names of property owners. Hdw. 539 pp. 17 x 10 x 3. 400 vols., 1901-31, bsmt. stg. rm.; 82 vols., 1932-35, Assr. off.; 21 vols., 1936--, Aud. off.

XI. BOARD OF REVIEW

By virtue of an act of 1919, Jefferson County has a board of review for the annual review of assessments and the equalization of the valuation of real and personal property. The board is composed of the assessor, treasurer, and auditor, ex officio, and two freeholders of opposite political parties, appointed annually by the judge of the circuit court. The assessor is president and the auditor is secretary of the board. (1)

Prior to 1891 the duty of equalizing tax assessments was performed by a board of equalization consisting of the commissioners with the addition of other members--in 1841 the auditor and the appraiser; (2) in 1881, four freeholders appointed by the circuit judge. (3) The law of 1891 superseded the latter act and created the board of review, composed of the treasurer, assessor, and auditor. (4) The act of 1919 reestablished the board, adding the two freeholder appointments to its membership. (5)

The inception date of this board in Jefferson County is 1891.

The board of review holds an annual meeting in June of each year. A majority constitutes a quorum for the transaction of business and may decide any question. (6) At its meetings the auditor submits for examination the assessment list of the county returned by the township assessors, and the county assessor reports all corrections and changes which in his judgment ought to be made, upon which the board acts but it may take further action upon its own motion. (7)

It is the duty of the board to inquire as to the valuation of property in the townships or any taxing unit, to make such changes as may be necessary, and to determine the amount to be added or deducted, in order to make an equitable equalization of valuation throughout the county. If the board shall find the aggregate assessment too high, too low, or unequal, it may set aside the assessment of the whole county, or of any township or taxing unit therein, and order a new assessment. (8)

The board also adjusts inequalities in the valuation of particular tracts or lots, corrects errors in the description and assessment of property, and passes upon each valuation in the township assessors' lists upon cause being shown or on its own motion. It hears complaints of owners of personal property. It makes a general review of assessment lists to discover omitted property and determines its assessment. (9) It assesses the capital stock and franchises of corporations in the county, except those assessed by the state board of tax commissioners, such as railroad, telephone, and telegraph companies. (10)

The auditor, as secretary, is required to keep full and accurate minutes of the proceedings of the board. The changes made by the board are entered in a separate column in the assessment lists. (11)

The records are located in the auditor's vault in the courthouse.

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|---|---|
| (1) Acts 1919, 1920 (Spec. Sess.);
Burns 64-1201. | (6) Acts 1919, 1920 (Spec. Sess.);
Burns 64-1201. |
| (2) Acts 1841, ch. 1, sec. 13;
1 Rev. Stat. 1852, ch. 6,
sec. 53. | (7) Ibid.
(8) Acts 1919; Burns 64-1205.
(9) Ibid. |
| (3) Acts 1861, ch. 96, sec. 129. | (10) Acts 1919; Burns 64-724. |
| (4) Acts 1891, ch. 99, sec. 114. | (11) Acts 1919, 1920 (Spec. Sess.);
Burns 64-1201. |
| (5) Acts 1919, 1920 (Spec. Sess.);
Burns 64-1201. | |

129. RECORD OF THE COUNTY BOARD OF REVIEW, 1891--. 4 vols.

(1-4).

Minutes of meetings of board of review, showing date, place and when convened and adjourned, nature of business transacted, decisions of the board, and names of members present. No index.

Hdw. 436 pp. 16 x 11 x 3/4.

XII. BOARD OF TAX ADJUSTMENT

The board of tax adjustment of Jefferson County was established by the legislature in 1933 and consists of seven members.

By the act of 1933 the members of the board were one member of the county council, selected by the council, and six members appointed by the judge of the circuit court, with specific qualifications: One township trustee, one mayor of a city or president of the board of trustees of an incorporated town in the county, one member of a school board of a school municipality in the county, and three resident freeholders of the county. (1) By an act of 1937 the qualifications of the membership of the board were changed. One is a member of the county council, chosen by the council; one member is the mayor of the largest city in the county or any public official of any city in the county appointed by the said mayor of the largest city in the county; one member is a member of the county board of education selected by such board; and four freeholders of the county appointed by the judge of the circuit court. No more than four members of such adjustment board can be members of the same political party. The members serve without compensation and the appointments are made annually. The auditor acts as clerk of the board and keeps a complete record of all its proceedings, but has no vote. (2)

The auditor lays before the board at its meeting in September each year, the budgets adopted and the tax levies and rates fixed by the proper authorities of each municipal corporation

for the ensuing years. (3)

It is the duty of the board to examine, and if it deems necessary, to revise, to change, or to reduce, but not to increase, any tax levy and any corresponding items of the budget on which the tax levies are based, and to apportion the total of all the levies so that the total levy on property within any municipal corporation for which the property therein is taxable, shall not exceed the total rate as provided by law. The board has the right to require such officials to attend its meeting or to furnish any necessary information, and may employ an examiner of the state board of accounts for assistance. (4)

The records of this office are located in the auditor's office in the courthouse.

(1) Acts 1933; Burns 64-304.

(3) Ibid.

(2) Acts 1937; Burns, 1937
suppl., 64-310.

(4) Acts 1937; Burns, 1937
suppl., 64-310, 64-311.

150. COMMISSIONERS' RECORD, (Board of Tax Adjustment),
1933--. 1 vol. (13).

Record of board of tax adjustment, showing budget of various taxing units, amount levied, valuation, proposed levy, minutes of meetings, and subjects discussed. Indexed alph. by titles of subjects. Typed. 350 pp. 10 x 12 x 3.

XIII. BOARD OF FINANCE

The board of commissioners of Jefferson County constitutes the board of finance, (1) and may sue and be sued in any court having jurisdiction. (2) It was first created by an act of 1907, (3) and later re-created by the Depository Acts of 1935 and 1937. (4)

The board of finance has supervision of all public funds of the county and of the safekeeping and deposit thereof. (5) It designates the banks to serve as depositories for county funds. (6) The board receives monthly statements of county funds on deposit from the banks, (7) and may, as it sees fit, revoke the commission of any depository at any time. (8)

The board of finance holds an annual meeting on the third Monday in January for its organization, (9) a biennial meeting on the third Monday in February in the odd numbered years for the consideration of proposals as depositories for the ensuing two-year period, (10) and a joint meeting, within five days of the date fixed for filing the proposals, with the agents of all boards of finance--city, town, school, and township--and all banks desiring to become depositories. (11)

The auditor is the secretary of the board and keeps a record of its proceedings. (12) All the records of the board prior to 1937 were transferred to the new board in 1937. (13)

The records are located in the auditor's vault in the courthouse.

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| (1) Acts 1937; Burns, 1937
suppl., 61-629. | (6) Ibid.; 61-635. |
| (2) Ibid.; 61-633. | (7) Ibid.; 61-636. |
| (3) Acts 1907; Burns 61-606. | (8) Ibid.; 61-636. |
| (4) Acts 1935, ch. 70, sec. 37;
Acts 1937; Burns, 1937
suppl., 61-629, 61-658. | (9) Ibid.; 61-633. |
| (5) Acts 1937; Burns, 1937
suppl., 61-629. | (10) Ibid.; 61-636. |
| | (11) Ibid.; 61-635. |
| | (12) Ibid.; 61-629, 61-635. |
| | (13) Ibid.; 61-638. |

131. RECORD OF BOARD OF FINANCE, AND DEPOSITORY BONDS,
1907--. 4 vols. (1-3,3).

Record of board of finance, and depository bonds, showing names of depositories, sureties, county and town; date, hour, business transacted, minutes; disposition, amount and condition of bond, and itemized list of assets. No index. Dec. 31, 1930-Dec. 30, 1931, haw.; 1907--, typed. 552 pp. 18 x 15 x 2.

XIV. SCHOOL FUND BOARD

Loans from the school funds were made by the auditor under an act of 1865 until 1935 when the school fund board was created. It consists of three members: The auditor and the clerk ex officio, and one member appointed by the judge of the circuit court for a two-year term. The ex-officio members serve without compensation and the appointed member receives two dollars for each loan made. (1)

The duty of this board is to make all loans from the common school and the congressional township school funds to owners of real estate, such loans to be secured by mortgage. The board must satisfy itself, after approval of the title by the county attorney, as to the value of real estate offered in the mortgage, the validity of the title, and whether it is encumbered. (2) Loans may also be made to the county upon proper authorization by the county council, for a period not exceeding five years. (3)

All the records are located in the clerk's vault in the courthouse.

(1) Acts 1865, 1935; Burns
1937 suppl., 28-209.

(2) Ibid.

(3) Acts 1901; Burns 28-202.

132. APPROVAL OF SCHOOL FUND LOANS, 1935--. In (Petitions, Bonds, Legal Papers, and Mortgages) entry 4.

Approval of school fund loans on back of school fund mortgages, showing date, approval, and signatures of members of school fund board.

treasurer; (12) - annually report to the auditor, showing the total amount of cash - grants received during the month and the respective accounts credited; (13) - an annual settlement for taxes with the county auditor (14) and pays to the state treasurer in June all money due to the state; (15) and additional payments to the state treasurer in December each year (16) and is otherwise directed. (17) - He reports to the auditor, a quarterly and at the expiration of his term of office, a sworn report showing specifically the amount of fees collected; (18) and deposits quarterly with the auditor all orders received. (19) The treasurer is a member of the county board of review. (20)

He is required to keep his books by separate accounts for separate funds or specific appropriations as well as by one general account. (21)

All the records are located in the courthouse.

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|---|---|
| (1) Const., art. 5, sec. 2. | (15) Ibid., 31-327. |
| (2) 17th. Stat. 1882; Acts 1890, 1891; Burns 10-3141. | (16) Acts 1897, 1898, 1899; Burns 13-1307. |
| (3) Acts 1890-17, ch. 17, sec. 1-2. | (17) Acts 1899; Burns 31-3101. |
| (4) Acts 1891, ch. 1, sec. 1. | (18) Ibid., 31-3101. |
| (5) 17th. Stat. 1882; Burns 31-3101, 31-3111. | (19) Ibid., 31-3101. |
| (6) Acts 1891; Burns 31-3101. | (20) Acts 1899, 1899; Burns 31-3101. |
| (7) Ibid., 31-3102. | (21) Acts 1899, 1899; Burns 31-3101. |
| (8) Ibid., 31-3103. | (22) 17th. Stat. 1882; Burns 31-3111. |
| (9) Acts 1890; Burns 10-3129. | (23) Acts 1891, 1890 (Am. Rev.); Burns 31-3101. |
| (10) Acts 1897; Burns 31-3115. | (24) 17th. Stat. 1882; Burns 31-3100. |
| (11) Ibid., 31-3105. | |
| (12) Ibid., 31-3101. | |
| (13) Acts 1890; Burns 31-3101. | |
| (14) Ibid., 31-3107. | |

137. RECORDS OF TAXPAYER'S, 1897--. 2 vols. (1-2).

Records of uncollectible taxes, showing names of taxpayer and township, date, and amount and kind of tax. Indexed al. & by names of taxpayers. Arr. chron. New. 300 pp. 14 x 10 x 1 1/2. Tr. vt.

For prior names, see entry 138.

138. RECORDS OF RECEIPTS OF TAXES COLLECTED, 1897--.

21 vols. (1-21). 21st series: Vol. 1-12, 1912-23,

Records of receipts and of tax payments.

Register of taxes collected, showing date, tax due to holder, total tax collected, distribution of taxes, advertising, and surplus tax. Arr. chron. New. 644 pp. 15 x 10 x 2 3/4. Tr. vt.

139. RECORDS OF RECEIPTS FROM TAXES, 1897-1910. 2 vols.

Records of receipts from taxes for county expenses, based upon appropriations, showing date, name of appropriation, and date made of by official. Arr. chron. New. 640 pp. 15 x 11 x 2. Ind. vt.

140. RECORDS OF RECEIPTS, 1897--. 1 vol.

Records of mortgage receipts, showing date received, names of recipient and bank, amount, purpose, monthly tax report number, and of taxing unit, and treasurer's signature. No index. Typed. 100 pp. 17 x 9 x 1. Tr. vt.

141. RECORDS OF RECEIPTS, 1897--. 20 books.

Receipts given to tax payers, showing date, name, and amount paid. No index. 5 x 3 x 5 1/2. Tr. vt.

1.2. TAX RECEIPTS, 1890--. 32 bundles.

Copies of receipts of taxes paid, showing date, duplicate number, name of taxpayer, description of real and personal property, and amount of tax. Arr. by duplicate nos. 6 x 8 x 6. 12. vt.

1.3. TAX RECEIPTS, (57-13), 1914--. 306 vols.

Stubs of tax receipts, showing receipt number, date, names of payer and township, acreage, lot number, amounts of first and second installment, delinquent tax, and total amount paid. Arr. alph. by names of taxpayers. 100 vols., 1914-21, 10 x 11 x 1. 103 vols., 1922-31, 10 x 11 x 1. 100 vols., 1932--. 12. vt.

1.4. DELINQUENT TAX RECEIPTS, 1890--. 7 bundles.

Copy of receipts of paid delinquent taxes, showing duplicate number, names of payer and township, dates due and paid, property description, and kind and number of tax. Arr. by duplicate nos. 6 x 8 x 6. 12. vt.

Public Improvement Records

1.5. RECORDS OF ROAD IMPROVEMENTS, 1895-1936. 1 vol.

Copies of receipts of payments for road improvements, showing date; names of payer, township, and road; amount; purpose; and type of improvement. 10 index. 100 pp. 10 x 13 x 1. 12. vt.

116. REGISTER OF RECEIPTS, 1890-1891. 1 vol.

Register of road receipts received, showing date, name of payer, amount, and road, amount, purpose, and type of improvement.
 Indexed along by names of payers. Arr. 1891 pp. 13 x 15 x 2 1/2.
 11. vt.

Receipts and Disbursements

117. REGISTER OF RECEIPTS AND DISBURSEMENTS, 1892-1893. 1 vol.

10 vols. Title series: 7 vols., 1892-1893, Treasurer's
 Daily balance.

Record of daily cash balance, showing date, balance at beginning of day, credits received and disbursed during the day, name of depository, date, total deposits, receipts, and balance at end of the day. 10 index. Arr. 1893 pp. 17 x 15 x 2 1/2. 11. vt.

118. REGISTER OF RECEIPTS AND DISBURSEMENTS, 1894-1895. 4 vols.

(1-3, and 4 vol. not numbered). Title series: 4 vols.

1-3, 1894-1895, Record of Receipts Other than Cash.

Record of all receipts, showing date, name of payer, kind of fee, amount, receipt number, name of payee and payer, name of item credited, and purpose. Arr. by receipt nos. 1895 pp. 13 x 15 x 2 1/2.
 11. vt.

119. RECORD OF RECEIPTS, COUNTY TREASURER, 1896-1897. 10 vols.

Record of county receipts and disbursements, showing date, receipt number, name of payer and payee, purpose, and amount of principal and interest. Arr. chron. 1897 pp. 13 x 15 x 2 1/2. 11. vt.

100. INDEX, 1897-1911. 1 vol.

Record of all farm receipts, showing date, name of recipient, first and second serial numbers, duplicate number. Arr. by duplicate nos. 44w. 512 pp. 17 x 11 x 2. Br. wt.

For subsequent records, see entry 101.

101. RECORDS OF RECEIPTS, 1897-1911. 1 vol.

Record of receipts and expenditures, showing date, name of county officials, reference of county institutions, cost of cattle supplies, cost of cattle, and amount of revenue from all taxes. Arr. chron. 44w. 720 pp. 15 x 11 x 2. Br. wt.

102. INDEX (COUNTY COURT EXPENDITURES), 1897-1911. 1 vol.

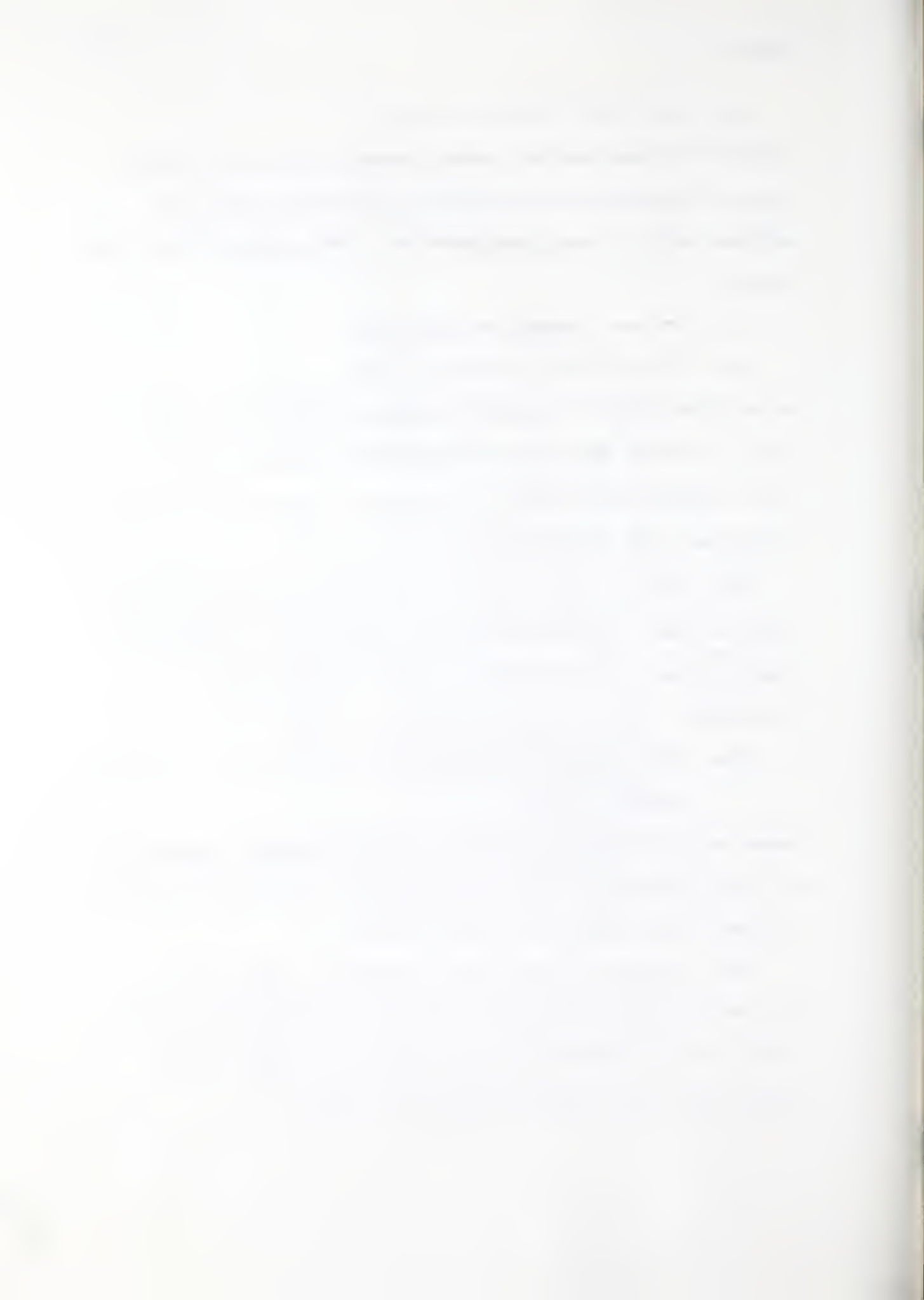
Record of county expenditures, showing date, nature of expenditures, amount, name of fund credited. Indexed also by nature of expenditures. 44w. 520 pp. 15 x 11 x 2. Br. wt.

103. RECORD OF RECEIPTS AND EXPENDITURES, 1897-1911. 1 vol.

Record of farm receipts and expenditures, showing date and special prices and values received, entered in the County Treasury. 44w. 50 pp. 15 x 11 x 2. Br. wt.

104. RECORDS OF RECEIPTS, 1897-1911. 1 vol. (1-2).

Register of orders, also for receipt of money, showing date, amount received, name of person for whom, name of person, and amount. Arr. by amount received. 44w. 510 pp. 15 x 11 x 2. Br. wt.



152. RECORD OF DISBURSEMENTS ON WARRANTS NO. 1-15, 1912-13.
3 vols. (1-3).

Record of disbursements on all other's warrants, showing warrant date and number, date redeemed, purpose, appropriation number, warrant amount, and total from county revenue and miscellaneous fund. Arr. chron. - dw. 607 pp. 17 x 14 x 3. Tr. vt.

153. TREASURER'S REGISTER OF WARRANTS, 1913-14. 5 vols.

Register of warrants redeemed, showing date, name of payee, amount, and purpose. No index. - dw. 320 pp. 17 x 13 x 1 1/8. Tr. vt.

154. TREASURER'S REGISTER OF WARRANTS OF DEPOSIT, 1913-14,

1915-16. 5 vols. (2-5, and 1 vol. not numbered). Title varies: Treasurer's Register and Record of Depository Balance.

Record of bank deposits and balances, showing date, warrant number, name of fund, warrant amount, date redeemed, ledger page number, and names of depositories. Arr. by warrant nos. - dw. 400 pp. 17 x 14 x 3. 3 vols., 1913-14, cont. str. rm.; 2 vols., 1914-15, Tr. vt.

See also (see also entries 59, 105-109)

155. RECORD OF RECEIPTS AND DISBURSEMENTS, 1913-14. 3 vols. Title varies: 1 vol., 1913-1914, - the Journal School - 1914.

Record of accounts of school funds, showing date, warrant number, amount, name of payee, purpose, balance brought forward, income from school fund, cash received from township revenue, amount, and source of revenue. Indexed alphabetically by subjects. - dw. 320 pp. 14 x 11 x 3. Tr. vt.

115. Report, of the School Board, 1901-1911. 1 vol.
 Report of action school fund and cash balance, opening and
 balance forwarded, receipts, disbursements, and balance. Ann. Rep.
 1911. 544 pp. 10 x 11 x 8. Br. vc.

XXVI. AUDITOR

The auditor is a constitutional officer, elected for a four-year term. No person can hold the office for more than two years in any period of ten years. (1) He is required to post bond in the amount of ten thousand dollars approved by and filed with the county commissioners. (2)

Prior to the Constitution of 1901, the office was established by the Legislature of 1891. (3)

The auditor's office is the center of county financial administration, and here the financial records of county business are preserved.

The auditor's principal functions are fourfold: As a county "controller", he keeps the accounts of the county and issues warrants for all claims, including those approved by the commissioners. (4) His office also acts as clerk to the board of commissioners, (5) the county council, (6) and the board of tax adjustment, (7) and as secretary to the board of finance. (8) He is also a member and secretary of the board of review, (9) and a member of the school fund board. (10) As a tax officer, he prepares the official tax duplicates, (11) certifies to the treasurer the amount of taxes and franchise; (12) and, if the board of tax adjustment fails to complete its duties on time or to reduce the rate of the local taxation, fixes the tax rate within any municipal corporation in the county. (13) As budget officer he compiles estimates made to him by each county

acting; 2) as Justice of the Peace, subject to nomination by the township; and submit them with his recommendations to the county council at its annual meeting. (14)

Other routine duties are: Managing the common school and the Congressional township schools funds as a member of the school fund board, (15) preparing the ditch duplicate covering assessments for construction or repair of ditches and drains; (16) issuing licenses to peddlers, shows, and theatres, (17) and permits for public warehouses; (18) acknowledging deeds and mortgages executed for the security of trust funds; (19) and approving bonds of township trustees. (20)

All the records are located in the courthouse.

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| (1) Const., art. 5, sec. 2. | (11) Acts 1915; Burns 34-1-35. |
| (2) Acts 1900; Burns 19-3003. | (12) Acts 1937; Burns 34-310. |
| (3) Acts 1911 (Spec. Sess.), | (13) Acts 1937; Burns, 1937 |
| ch. 2, sec. 1. | suppl., 34-311. |
| (4) 1 Rev. Stat. 1932; Burns | (14) Acts 1937; Burns 23-520. |
| 23-4001; Acts 1937; | Acts 1937; 1938; Burns, |
| Burns 23-520. | (15) Acts 1915; Burns 23-101; |
| (5) 1 Rev. Stat. 1932; Burns | Acts 1937; 1938; Burns, |
| 23-5001. | 1937 suppl., 23-521. |
| (6) Acts 1900; Burns 23-500. | (16) Acts 1937; Burns 27-17. |
| (7) Acts 1937; Burns, 1937 | (17) 1 Rev. Stat. 1932; Burns |
| suppl., 34-311. | 23-101. |
| (8) Acts 1937; Burns, 1937 | (18) Acts 1975, 1976 (Spec. |
| suppl., 31-310, 31-315. | Sess.); Burns 27-201. |
| (9) Acts 1919, 1920 (Spec. Sess.); | (19) 1 Rev. Stat. 1932; Burns |
| Burns 34-1211. | 23-3011. |
| (10) Acts 1935, 1936; Burns, | (20) Acts 1915; Burns 23-101. |
| 1937 suppl., 23-200. | |

Public and Reports

100. RECORD OF COSTS, 1971--. 3 vols.

Record of costs in cases rendered, showing date, name of court rendered from, number and title of case, and amount. Arr. chron. 1971.

Condition fair. 200 pp. 10 x 12 x 3/4. 1 vol., 1971-1980, Ind. vt., 1 vol., 1980--, Clk. off.

101. RECORD OF SUPERVISOR'S REPORTS (FREE GRANT ROADS), 1991-1999, 1 vol.

Record of road supervisor's report to auditor, showing all expenditures for free gravel roads, labor, and material; and total amount. No index. 1991. 300 pp., 10 x 12 x 3/4. Ind. vt.

Receipts and Disbursements

102. RECORD OF MONTHLY BALANCES, 1912--. 3 vols. (1-3).

Record of all receipts, disbursements, and monthly balances, showing previous balance, names of payee and payer, name of fund credited or debited, balance at end of each month, and account number. No index. 1912. 300 pp., 17 x 17 x 1 1/2. Ind. vt.

103. RECORD OF RECEIPTS AND DISBURSEMENTS, 1953--.

5 vols. (1-3,1-2,1). Title varies: Register of Receipts; Record of Receipts.

Record of receipts other than taxes, showing date, name of payer, purpose, fund debited or credited, and total amount. Arr. by receipt date. 1953. 300 pp., 10 x 12 x 3/4. Ind. vt.

124. *RECORD OF THE AUDITOR'S OFFICE, 1899-1900, 1901-1902, 1903-1904, 1905-1906, 1907-1908, 1909-1910, 1911-1912, 1913-1914, 1915-1916, 1917-1918, 1919-1920, 1921-1922, 1923-1924, 1925-1926, 1927-1928, 1929-1930, 1931-1932, 1933-1934, 1935-1936, 1937-1938, 1939-1940, 1941-1942, 1943-1944, 1945-1946, 1947-1948, 1949-1950, 1951-1952, 1953-1954, 1955-1956, 1957-1958, 1959-1960, 1961-1962, 1963-1964, 1965-1966, 1967-1968, 1969-1970, 1971-1972, 1973-1974, 1975-1976, 1977-1978, 1979-1980, 1981-1982, 1983-1984, 1985-1986, 1987-1988, 1989-1990, 1991-1992, 1993-1994, 1995-1996, 1997-1998, 1999-2000, 2001-2002, 2003-2004, 2005-2006, 2007-2008, 2009-2010, 2011-2012, 2013-2014, 2015-2016, 2017-2018, 2019-2020, 2021-2022, 2023-2024, 2025-2026, 2027-2028, 2029-2030, 2031-2032, 2033-2034, 2035-2036, 2037-2038, 2039-2040, 2041-2042, 2043-2044, 2045-2046, 2047-2048, 2049-2050, 2051-2052, 2053-2054, 2055-2056, 2057-2058, 2059-2060, 2061-2062, 2063-2064, 2065-2066, 2067-2068, 2069-2070, 2071-2072, 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Record of distribution of township funds, showing date, name of payee and paper, source of revenue, fund addition or deduction, and total of all funds distributed. No index. Adv. 600 pp. 12 x 11 x 3. Adv. vt.

168. RECORDING OF ORDERS ISSUED, 1867-1924. 13 vols. Title varies: 3 vols., 1867-1899, Register of Orders.

Records of orders issued for county expenses, showing date issued, order number, names of payee and account, amount, and date received. Arr. by order nos. Adv. 420 pp. 12 x 13 x 3.

170. REGISTER OF WARRANTS, 1867--. 11 vols. Title varies: 1 vol., 1867-89, Register of Township Warrants.

Records of warrants issued by the different townships, showing names of township, trustee, and payer; date; and type of purchase. Arr. by warrant nos. Adv. 520 pp. 12 x 13 x 3. Adv. vt.

171. WARRANTS RECEIVED, 1818--. In (Claims and Warrants), entry 3.

Warrants received, showing date, warrant number, amount, names of payee and depository, account added or credited, and balance.

172. TOWNSHIP WARRANTS, 1867--. 1 vol.

Records of township poor relief, showing name of township, date, number and amount of warrant, total receipts and disbursements, and balance. Arr. alph. by names of towns. Adv. 300 pp. 12 x 12 x 1. Adv. vt.

170. POOR RELIEF, 1841--. 37 (Applications, Bonds, Land Grants, and Certificates), entry 1.

Claims for poor relief issued by trustees and filed with clerk, showing date, amount of claim, name of claimant, purpose, and total of all claims. No index. 12 x 10 x 3. Clk. vt.

171. REGISTER OF POOR RELIEF CLAIMS, 1835--. 1 vol.

Records of trustees poor relief claims, showing date filed, warrant and claim numbers, amount, name of vendor, amount certified, and date paid. Arr. alph. by names of towns. 1847. 300 pp. 10 x 11 x 1 1/2. Aug. off.

Index

Real estate

170. REAL ESTATE BOOK, 1847--. 37 vols.

Records of transfers of real estate, showing date; names of grantor and grantee; and location, description, and value of property.

Arr. alph. by names of towns. Vol. 1. Description of property. 1847.

17 x 15 x 3. Aug. vt.

Mortgages

170. MORTGAGE RECORDS FOR CITY OF DANBURY, 1838--. 31 vols.

Records of mortgage encumbrances, showing date, amounts of mortgage and encumbrance, location and description of property, and names of mortgagee and mortgagor. Includes alph. by names of mortgagees.

7 vols., 1950-- , mod. vol.

177. CHRYSEIDAE DE MEUSE, 1901--. 6 vols. (1-5).

W. 750 mm, 11 = 10 x 3. Accr. clif.

1126

177. ABERNETHY'S LESSONS, 1840-- . 321 vols.

179. ASSESSMENT OF REAL ESTATE, 1991--. 22 vols.

Record of assessments filled out by assessor, showing date,
name of taxpayer, description and location of property, & total
value. Arr. alph. by names of tps. Hbx. 1000 pg. 11 x 9 x 3.
Assr. off.

190. 1878-1879, 1880-1881, 1901--. 19 vols.

Records of personal property assessments, showing date, name of property owner, location and description of property, and total value. Arr. alph. by names of towns. 1842. 1000 pp. 11 x 8 x 1. 1842. off.

Real Estate

181. ABSTRACT OF DELINQUENT TAXES, 1880--. 1 vol.

Abstract of delinquent taxes to be transferred to current duplicates, showing date, name of taxpayer, and amount delinquent. Arr. alph. by names of cities or towns. New. 150 pp. 21 x 13 x 1. And. vt.

182. LIST OF LANDS AND LOTS TO BE SOLD, 1875-1876.

1 vol.

Record of property to be sold for delinquent taxes, showing description, location, and value of property; name of taxpayer; amount delinquent; and date of sale. Arr. by certificate nos. New. 115 pp. 14 x 5 x 1. And. vt.

183. REGISTER OF TAX SALES, 1881--. 6 vols. (3-6, and 1 vols.

not numbered). Title varies: Sale Book of Taxes.

Record of sales of lands and lots to satisfy delinquent taxes, showing date, names of owner and purchaser, description of land, amount of delinquent taxes, and date of redemption. Indexed alph. by names of owners. 1884-1896, new.; 1900--., typed. 300 p. 13 x 13 x 3. And. vt.

For tax deed records, see entry 41.

Plot Maps

184. PLOT MAPS, 1819-22. 33 vols.

Plot maps, showing names of land owners, plot numbers, description of property, number of acres, number of lot, and value of land. No index. New. 100 pp. 15 x 10 x 1. And. vt.

School Funds
(See also entries 89, 155-86)

135. REGISTER OF SCHOOL FUND LOANS AND INTEREST, 1884--.

7 vols. (1-3, and 5 vols. not numbered). Title varies:

Register of Loans and Interest.

Records of school fund loans and interest, showing name of borrower, location and description of property, amount of property and interest, term of loan, date of payment, and balance due. Indexed alph. by names of mortgagors. New. Condition fair. 153 pp. 12 x 12 x 2. 5 vols., 1884-1910, 1 vol. vt.; 2 vols., 1910--, New. off.

136. SCHOOL FUND MORTGAGES, 1881--. In (Petitions, Loans, Legal Papers, and Mortgages), entry 137.

School fund mortgages on real estate, showing names of mortgagor and mortgaged, date and amount of mortgage, location and location of land, and date due. 6 vols. New. 12 x 12 x 2. 6 vols.

137. REGISTER OF SCHOOL FUNDS, 1884--. 3 vols. Title varies: Auditor's Journals.

Records of school fund receipts, showing date and amount received, previous balance, amounts of debits and credits, and current balance. New. Condition poor. 300 pp. 12 x 11 x 2. 1 vols., 1884-1911, 1 vol. vt.; 2 vols., 1912--, New. off.

138. REGISTER OF TRUST FUNDS, 1884--. 3 vols.

Records of loans and interest on trust funds, showing name of borrower, name of mortgagor, amounts of principal and interest, date paid, and balance due. Indexed alph. by names of mortgagors. New. 113 pp. 12 x 12 x 2. 1 vol. vt.

100. RECORD OF WARRANTS, 1870--1917. 2 vols. Prior to 1870, Annual.

File series: Records of Warrants on Noncompliance.

Records of warrants issued on state lands, showing date, warrant number, amount, name of owner, and location, description, and value of property. Ann. contr. Ann. 100 pp. 11 x 16 x 2. 2 vols., 1870-1917, Ann. vt.; 2 vols., 1917--1918, Ann. vt.

(Official copies)
(See also entries 10-17)

101. RECORDS OF TRUSTS, 1800-1917. 1 vol.

Records of bonds given by township trustees upon entering office, showing date; names of trustee and surety; and amount and stipulations of bond. Indexed alph. by names of trustees. Ann. 100 pp. 15 x 11 x 1. Ann. vt.

Miscellaneous Records

102. RECORDS OF SOLDIERS' DISCHARGES, 1811-1917. 1 vol.

Records of soldiers in county, showing date of enlistment, rank, company, regiment, date discharged, term of service, health at time of discharge, and address. Indexed alph. by names of soldiers. Ann. Comm. fair. 150 pp. 15 x 11 x 1. Ann. vt.

For other military records, see entry 65.

103. RECORD OF LIQUOR LICENSES, 1812-17. 1 vol.

Records of bonds issued for the sale of alcoholic liquors, showing names of dealers and sureties, address of dealer, obligation of

of bond, description of place in which business is conducted,
and amount and term of loan. Arr. chron. Mar. 170 pp. 12 x 31
x 3. Ind. vt.

103. ENROLLMENT, 1915-16. 19 vols.

Record of all white and colored males over twenty-one years of
age, showing name, age, color and address. Indexed alphan. by names
of voters. Mar. 120 pp. 12 x 8 x 4. Ind. vt.

Maps

104. MAP OF JEFFERSON COUNTY, 1883. 1 map.

Communications and political map of Jefferson County, showing
unimproved and improved state highways and county roads,
townships and cemetery plots. Drawn by A. F. Lee. Published at
Madison, by civil engineer. Black and white. Scale: 1" to 1 mi.,
30 x 42. Ind. off.

XVII. EX-OFFICIO OFFICE

By an act of 1933, the clerk of the circuit court is designated as ex-officio registration officer of the county. He has full charge and control of the registration of voters and appoints as many deputies as are necessary to do the work. (1) The inception date of this office in Jefferson County is 1934.

As ex-officio registration officer, the clerk of the circuit court is required to provide all the necessary books and paraphernalia for the registering of voters. (2)

(1) Acts 1933, 1935; Burns.
1937 suppl., 29-306.

(2) Acts 1933; Burns 29-309.

No records could be found.

XVIII. BOARD OF PRIMARY ELECTION COMMISSIONERS

The board of primary commissioners was provided for by an act of 1915. It consists of the clerk of the circuit court, and two persons appointed by him, one from each of the two major political parties; each of whom is nominated in writing by the chairman of the county central committee of the two political parties respectively. It is the duty of the board to prepare and distribute the primary ballots and generally supervise the primary elections. (1) The canvass of the primary votes is done by the county board of canvassers. (2) The inception date of this office in Jefferson County is 1916.

(1) Acts 1915, 1917; Burns
29-504.

(2) Acts 1915; Burns
29-560.

No records could be found.

XIX. BOARD OF CANVASSERS

By an act of 1905, the legislature constitutes the board of election commissioners, a board of canvassers. (1) The board elects its own chairman and the clerk of the circuit court acts as clerk of the board. (2)

The board is required to assemble at six o'clock, p.m. on election days to canvass and estimate the certificates, poll lists, and tally papers returned by the election inspectors; (3) to tabulate therefrom the votes of the county, filing the tally papers, poll books, and canvass sheets in the office of the clerk of the circuit court, open to inspection by any legal voter; (4) and to declare in a certified statement the candidates elected, (5) and deliver to them a certification of election.

The inception date of this board in Jefferson County is 1906.

(1) Acts 1905, 1927; Burns
29-1401.

(2) Acts 1905; Burns
29-1402.

(3) Acts 1905, 1927; Burns
29-1401.

(4) Acts 1905; Burns 29-1404.

(5) Acts 1905; Burns 29-1405.

No records could be found.

XX. BOARD OF ELECTION COMMISSIONERS

By legislative enactment in 1889, the board of election commissioners was created. It consists of the clerk of the circuit court, and two persons appointed by him, one from each of the two major political parties; each of whom is nominated by the chairman of the county central committee of the two political parties respectively. The board is appointed annually. It prepares and distributes ballots for the election of county officers. (1) The inception date of this office in Jefferson County is 1890.

The board's duties are: To print ballots; to receive petitions to place candidates' names on the ballots; and to receive certificates of nominations by convention or primary election. (2)

(1) Acts 1889; Burns 29-1002.

(2) Acts 1889, 1953; Burns 29-1003.

No records could be found.

XXI. BOARD OF EDUCATION

The educational system of Indiana, in its beginning, was under local administration of township and district officials and so continued more than half a century.

The county-wide supervision of the schools began in 1873, when an act of the legislature created the board of education, comprised of the county superintendent of schools, the township trustees of the county, and the school trustees of each city and town of the county. (1)

By an act of 1877, the membership of the board was changed to consist of the county superintendent of schools, the township trustees, and the chairman of school trustees of each city and town. (2)

The board meets semi-annually on the first day of May and September. Its duties are to take care of the general needs of the schools, maintenance of school property, and purchase of furniture, books, maps, charts, and other supplies. (3) It also may appoint a county attendance officer upon nomination of the county superintendent, (4) and may purchase text-books from publishers and sell them to pupils at cost. (5)

All records are located in the office of the superintendent of schools, in the courthouse.

(1) Acts 1873, ch. 25,
sec. 8.

(2) Acts 1873, 1877; Burns
28-301.

(3) Ibid.

(4) Acts 1921, 1932 (Spec. Sess.);
Burns 28-501.

(5) Acts 1921; Burns 28-614.

195. OFFICIAL PROCEEDINGS, 1877-1900. 2 vols.

1894-1903, missing.

Record of official proceedings of the board of education, showing date, place, and minutes of meeting, and secretary's signature. Arr. chron. Hdw. 122 pp. 13 x 8 x 1.

XXIII. SUPERINTENDENT OF SCHOOLS

In 1865 the legislature provided for a school examiner to be appointed by the county commissioners for a term of three years. (1)

This act was amended in 1873, and the school examiner's title was changed to county superintendent of schools. He was appointed by the township trustees to serve for a term of two years. (2)

In 1899 the legislature extended the term of office of the superintendent of schools to four years, and also provided that he be elected by the township trustees. The act required that he post bond with the auditor to insure faithful performance of his duties as prescribed by law. (3) The inception date of this office in Jefferson County is 1873.

The superintendent exercises general supervision of the schools outside of incorporated cities and towns of Jefferson County. He visits each township institute once each school year and conducts teachers' county institutes. He carries out the orders of the state board of education and the state superintendent of public instruction. (4) He is required to make a report as to teachers' preparation, experience, and license before being hired by the school trustees. (5) He makes out the basis of apportionment of school revenues from the enumeration of pupils. (6) He receives statements for school aid relief from school and township trustees. (7) He is ex-officio member and president of the board of education. (8)

All the records are located in the courthouse.

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| (1) Acts 1865, ch. 1, sec. 33. | (5) Acts 1927, 1933; Burns 28-1300. |
| (2) Acts 1875, ch. 25, sec. 2. | (6) Acts 1865; Burns 28-715. |
| (3) Acts 1899, 1911, 1913; | (7) Acts 1853; Burns 28-908. |
| (4) Acts 1899; Burns 28-702. | (8) Acts 1873, 1877; Burns 28-801. |

Activities and Reports

196. RECORD OF ELECTION OF COUNTY SUPERINTENDENT OF SCHOOLS
BY TOWNSHIP, TRUSTEES, 1873-1933. 1 vol.

Record of elections of county superintendents of schools, showing date; year and day of election; names of trustees present; appointment of chairman; and name of person elected. No index.
Hdw. 130 pp. 13 x 8 x $\frac{1}{2}$. Aud. vt.

197. RECORD OF OFFICIAL REPORTS, 1882-90. 1 vol.

Record of reports on conditions of schools, showing name of corporation, amount of tuition needed and received, total revenue for tuition, and report of private schools. Arr. chron. Hdw. 122 pp. 13 x 8 x 1.
Supt. off.

For subsequent records, see entries 200-201.

198. (SUPERINTENDENT'S REPORTS), 1917--. 1 file box.

Superintendent's Reports, Contains: Report From Department of Education, entry 199; Inspection of Reports, entry 200; Report of Sanitary Condition of Water, entry 201; Driver Bids and Routes, entry 202; Report of County Superintendents of Aggregate and Average Daily Attendance, entry 206; Trustee's Report and Claim of Relief Fund to Board, Department of Education, entry 207; Report of

school Trustee to State Superintendent, entry 200; Indiana Success Schedule, entry 219; Health Record, entry 223; Teachers' Aggregate Attendance Report to Trustees, entry 224. No index.

15 x 10 x 28. Supt. off.

199. REPORT FROM DEPARTMENT (OF) EDUCATION, 1935--.

In(Superintendent's Reports), entry 198.

Reports from department of education to trustees, showing date, names of school, township and county, credits due on transfer, and tuition charge.

200. INSPECTION REPORTS, 1925--. In(Superintendent's Reports),

entry 198.

Inspection reports on schools for purpose of rating, showing names of school and teaching staff; date; and type of supervision, organization, furnishings, records, promotion, program, buildings, and grounds.

201. REPORT OF SANITARY CONDITION OF WATER, 1935--. In(

Superintendent's Reports), entry 198.

Reports of sanitary conditions of water, showing identification sample, name of school, and bacteriological data.

202. DRIVER BIDS AND ROUTES, 1933--. In(Superintendent's

Reports), entry 198.

Bus driver bids, showing route; name of driver; route number; kind of road; distance covered; number of pupils; and salary.

203. AUDITOR'S REPORT, DISTRIBUTION OF REVENUE TO CO(UNTY)
SUPERINTENDENT, 1915--. 1 file box.

Reports of auditor on distribution of revenue, showing enumeration, average daily attendance, source, and total revenue. Arr. chron. 15 x 12 x 26. Supt. off.

204. TRUSTEES' APPROVAL BOOKLET, 1929--. 70 vols.

Record of expenditures approved by state department for school relief, showing names of county, township, and trustee; date; valuation; name and number of school; miscellaneous expense; and total. Arr. by types of expenditures. Typed. 15 pp. 11 x 9 x $\frac{1}{2}$. Supt. off.

205. TRUSTEES' APPROVAL BOOKLETS, 1929--. 1 file box.

Papers pertaining to expenditures for state school relief, showing number of teachers; names of teacher, trustee, township, and county; valuation; name and number of school; miscellaneous expenses; and total. No index. 15 x 12 x 28. Supt. off.

206. COUNTY SUPERINTENDENT'S REPORT OF AGGREGATE AND
AVERAGE DAILY ATTENDANCE, 1934--. In(Superintendent's
Reports), entry 198.

Reports of county superintendent to state superintendent of public instruction, on aggregate and daily attendance, showing name of corporation, number of school days in year, number in attendance, and signature of superintendent.

207. TRUSTEES' REPORT AND CLAIM OF RELIEF FUND TO BOARD
DEPARTMENT OF EDUCATION, 1921--. In (Superintendent's
Reports), entry 198.

Trustee's reports, and claims of relief funds and corporations to
department of education; showing auditor's certificate of
distribution to townships; receipts chargeable for school funds;
financial statement approved; expense record of school; and
transfer insurance.

208. REPORT OF SCHOOL TRUSTEE TO STATE SUPERINTENDENT,
1931--. In (Superintendent's Reports), entry 198.

Papers pertaining to expenditures, showing date, salaries, general
maintenance expense, statement of indebtedness, receipts and
expenditures by funds, financial statement, and signatures of
trustee and superintendent.

209. TRUSTEES' REPORT OF AGGREGATE ATTENDANCE, 1933--.
1 file box.

Trustee's report of aggregate attendance, showing date; grade;
number of pupils enrolled; attendance; and signatures of superint-
endent and trustee. Arr. chron. 15 x 12 x 28. Supt. off.

210. TEACHERS' SALARY, 1923--. 1 file box.

Record of each teacher's salary, showing names of county, township,
teacher and school; training; degrees; years of teaching; number
and kind of license; success grade; and total salary. Arr. alph.
names of teachers. 15 x 12 x 28. Supt. off.

211. SUPERINTENDENT'S ANNUAL SCHOOL REPORT, 1921--. 1 file box.

Record of superintendent's teaching staff, showing date, names of teachers and subjects, serial number, grade of license, date of expiration, years of experience, success, school last attended, salary, and number of months in school year. Arr. chron. 15 x 12 x 28. Supt. off.

212. ANNUAL FINANCIAL AND STATISTICAL REPORT OF THE COUNTY SUPERINTENDENT, 1920--. 1 file box.

Record of financial statements of county superintendent to state superintendent of public instruction, showing date; names of pupils, teachers, townships and schools; total enrollment; number of colored and white pupils; numbered transferred and in attendance; number of schools; and teachers' salaries. Arr. chron. 15 x 12 x 28. Supt. off.

Teachers

213. TEACHERS' MONTHLY REPORTS, 1920--. 5 vols.

Record of teacher's monthly reports, showing date; names of school teacher, and pupil; age, grade, and attendance of pupil; subjects; and cause of absence. Arr. chron. Hdw. 356 pp. 14 x 8 x 2. Supt. off.

214. (TEACHERS' ATTENDANCE AT COUNTY INSTITUTE), 1892-1930.

4 vols. 1902-23, 1930-36, missing.

Register of attendance of teachers at county institutes, showing name of teacher, minutes of sessions of meetings, date, attendance, number of days, and total. Arr. alph. by names of teachers.

Hdw. 500 pp. 8 x 6 x $\frac{1}{2}$. Supt. off.

215. EXAMINATION RECORD, 1879-1923. 3 vols.

Record of teachers' examinations by county superintendent, showing name and address of teacher, date of examination, date of last license, institute attendance, subjects taken, grades made in different branches, average grade, and kind of license. Indexed alph. by names of teachers. Hdw. 150 pp. 17 x 10 x 1. Supt. off.

For subsequent records, see entry 218.

216. EXAMINATION OF TEACHERS, 1879-1912. 1 vol.

Record of teacher's examinations, showing date; license; name, age and address of teacher; number of months taught; attendance; subjects taken; examination grades; failures; and average success. Arr. chron. Hdw. 100 pp. 13 x 8 x 1. Supt. off.

For subsequent records, see entry 207.

217. RECORD OF TEACHERS' GRADES, 1917-25. 1 vol.

Record of teacher's examination grades, showing date of examination; names of teacher and subjects taken, and grades made in each subject. Indexed alph. by names of teachers. Hdw. 100 pp. 13 x 8 x 1. Supt. off.

For subsequent records, see ontry 207.

213. STANDARD TEACHERS' RECORD, 1925--. 1 file box.

Record of teacher's examinations and qualifications, showing date; names of teacher and school; address; license; location of institution; date of graduation; degree; kind of license; serial number, grades, and expense. Arr. alph. by names of teachers.

15 x 12 x 28. Supt. off.

For prior records, see entry 215.

219. INDIANA SUCCESS SCHEDULE, 1917--. In (Superintendent's Reports), entry 188.

Papers pertaining to success grades of teachers, showing name and address, date and kind of work, success grade, preparation, personality, training, management, co-operation, and signature of superintendent.

220. TEACHER'S PROGRAM REPORT, 1911--. 1 file box.

Teacher's program reports, showing date enrolled; sex, name, grade, and birthplace of pupil; and name and residence of guardian or parent. Arr. chron. 15 x 12 x 28. Supt. off.

Pupils

221. ENROLLMENT RECORD, 1916--. 2 file boxes.

Record of enrollment of school children, showing names of pupil and school; age and grade of pupil; date of entry; name, address, and occupation of parents; and number of pupils graduated. Arr. alph. by names of students. 15 x 12 x 28. Supt. off.

222. PERMANENT RECORD CARDS, 1935--. 2 file boxes.

Record of enumeration of pupils, showing date, names of pupils and parents; address, sex, age, date and place of birth of pupil; and occupation of parents. Arr. alph. by names of pupils.

15 x 12 x 25. Supt. off.

223. HEALTH RECORD, 1928--. In(Superintendent's Reports), entry 138.

Papers pertaining to health conditions of school children, showing names of school and pupil, enrollment date, name of disease, number of cases for each year, total cases, and percentage of enrollment immune.

224. TEACHERS' AGGREGATE ATTENDANCE REPORT TO TRUSTEE, 1930--.

In (Superintendent's Reports), entry 138.

Teacher's aggregate attendance report to trustee, showing name of pupil; corporation; address, grade, and date and place of birth of pupil; and number of days present.

225. CO-OPERATIVE DUPLICATE GRADE REGISTER, 1933-34. 1 vol.

Register of attendance in grade, showing daily, monthly, yearly, and term record; date; name, grade, age, and attendance of pupil; subjects taken; and cause of absence. Arr. by grade nos. Hdw.

25 pp. 16 x 11 x $\frac{1}{4}$. Supt. off.

226. GRADUATE RECORD, 1923--. 1 box.

Record of pupils graduated, showing name, date of birth, birthplace, height, weight, and health condition of pupil; date of examination; school record; date of graduation; and name and address of parents. Arr. alpn. by names of graduates. 23 x 15 x 12. Supt. off.

227. RECORD OF COMMON SCHOOL GRADUATES, 1924--. 1 vol.

Record of common school graduates, showing date of graduation; name of pupil and teacher; age, sex, and address of pupil; type of studies; general average; and signature of superintendent. Arr. alpn. by names of graduates. Edw. 122 pp. 13 x 8 x 1. Supt. off.

XIII. HEALTH OFFICER

By an act of 1861, the board of commissioners was constituted ex officio a county board of health and was required to elect annually a secretary who was a physician, and served as the health officer for the county. (1) The duty of this board was to keep a complete record of all births, marriages, and deaths. (2)

In 1891 the legislature enlarged the duties of the board of health, whose secretary was its executive officer. (3) The term of office of the health officer was extended to four years in 1899. (4)

The county board of health was abolished by an amandatory act of 1909. At the same time the office of health commissioner was established to enforce all health laws and keep the records of vital and sanitary statistics. The health commissioner was elected by the county commissioners to serve for a four-year term. (5)

The inception date of the records of this office in Jefferson County is 1861.

By an act of 1935 the title of county health commissioner was changed to county health officer, who is appointed by the county commissioners with the approval of the state board of health, to serve four years. The county health officer must be legally qualified to practice medicine, suitably trained in sanitary science, and his qualifications must be satisfactory

to the state board of health. He is required to enforce the health laws of the state and all rules of the state board of health. (6)

It is the duty of the health officer to enforce the health laws; to record and report vital statistics such as births, deaths, and marriages; to make sanitary inspection of all public and private buildings in regard to sources of disease; to establish quarantine and take all reasonable means to protect the public health; to close schools and churches; and to prohibit public assemblies to prevent epidemics. (7)

All the records are located in the office of Dr. Kromer, located at 2nd and Walnut Sts., Madison, Indiana.

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| (1) Rev. Stat. 1881, sec. 4993. | (5) Acts 1891, 1900; Burns 36-108. |
| (2) Rev. Stat. 1881, sec. 4997. | (6) Acts 1935; Burns, 1936 suppl., 35-118. |
| (3) Acts 1891, ch. 15, secs. 8-9. | (7) Acts 1891, 1900; Burns 36-111. |
| (4) Acts 1899, ch. 16, sec. 2. | |

228. RECORD OF BIRTHS, 1882--. 15 vols.

Record of births, showing date and place of birth; name, address, register number, color, and sex of child; name and birthplace of parents; and occupation of father. No index.

Edw. 160 pp. 13 x 12 x 1.

229. RECORD OF MARRIAGES, 1900--. 3 vols.

Record of marriage returns, showing date; names of bride and groom; present residence; and ages, color, occupations, dates

of birth, and birthplaces of both. Indexed alph. by names of grooms. Hdw. 41 pp. 18 x 12 x 1.

For other marriage records, see entry 18.

230. RECORD OF CONTAGIOUS DISEASES, 1900--. 2 vols.

Record of contagious diseases, showing kind of disease; names of patient and attending physician; age, sex, color, and address of patient; date; number in family; name and address of party reporting; and dates of quarantine and release. Indexed alph. by names of patients. Hdw. 98 pp. 18 x 12 x 1.

231. RECORD OF DEATHS, 1882--. 17 vols.

Record of deaths, showing name, sex, color, and occupation of deceased; date, cause, and place of death; date and place of birth; record of death; medical certificates of death and burial; date and place of burial; name and address of parents; and name of funeral director. No index. Hdw. 156 pp. 18 x 12 x 1.

XXIV. DEPARTMENT OF PUBLIC WELFARE

The department of public welfare of Jefferson County, created by the legislature in 1930, is administered by a board of public welfare. The department may sue or be sued in its own name. (1)

The board of public welfare consists of five persons having a recognized interest in and knowledge of the problems of public welfare, who must be residents of the county for two years. Its members are appointed by the judge of the circuit court; at least two members must be women and not more than three may be adherents of any one political party. The first appointees serve: One for one year, two for two years, and two for four years; and thereafter the term is four years. The board holds a regular meeting once a month, the August meeting to be known as the annual meeting, and it may hold other meetings pursuant to call. (2) Its duties are to elect the director of public welfare who serves as secretary of the board and the executive and administrative officer of the department, (3) to receive and administer gifts and bequests of personal property and of income from real estate for the benefit of children under its supervision or of any home or institution caring for neglected or dependent children under its supervision, to invest any funds so received by it, such investments being kept in a special fund and not commingled with funds received from taxation; (4) and to adopt an annual budget for the department for consideration by the county council. (5)

The director of public welfare must give bond not to exceed five thousand dollars, to be approved by the judge of the circuit court and filed in the office of the clerk. (6) He appoints with the approval of the board, all assistants in the department from eligible lists established by the state department, and fixes their salary. (7) As executive officer of the department, he exercises all the rights, powers, and duties conferred by law on the department under the rules, regulations, and orders of the state and county boards, (8) and compiles an annual budget for submission to the board. (9) The director of public welfare and his assistants perform the function of probation officer or agent of the court in welfare matters under the supervision of any court having jurisdiction therein as the court may direct. (10)

The department of public welfare is charged with the administration of assistance to dependent children in their own homes, old age assistance, services and assistance to persons otherwise handicapped, the care and treatment of dependent, neglected, and handicapped children, children in danger of becoming delinquent, and such other welfare activities as are delegated to it by the state department including services connected with assistance to the blind. The department makes reports to the state department as directed by the latter. (11) The department also administers provisions and benefits of the Federal "Social Security Act" of August 14, 1935, as authorized thereby. (12)

The board of childrens' guardians and the board of county charities and corrections were abolished by an amendment of 1937,

and all their rights, powers, and duties were transferred to the department of public welfare. (13)

The department is maintained by the county welfare fund raised by a separate tax levy, (14) to which is added such payments as may be made under legal compulsion by recipients, their parents, children, or other persons liable for their support. (15) The county receives reimbursement of certain proportions of its expenditures from the state, (16) and a part of any Federal funds received by the state. (17)

The auditor keeps the records relating to the county welfare fund and their other financial transactions. (18) The department keeps such records and accounts relating to assistance as the state department describes. (19) All records, except applications for assistance, awards, and modification and revocation of awards, are confidential. (20).

All the records are located in the welfare office, 408 Jefferson St., Madison, Ind.

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| (1) Acts 1936 (Spec. Sess.);
Burns, 1937 suppl., 52-1117,
52-1122. | (9) Acts 1936 (Spec. Sess.);
Burns, 1937 suppl.,
52-1302. |
| (2) Acts 1936 (Spec. Sess.),
1937; Burns, 1937 suppl.,
52-1118. | (10) Ibid., 52-1120. |
| (3) Ibid.; 52-1119. | (11) Ibid. |
| (4) Acts 1936 (Spec. Sess.);
Burns, 1937 suppl.,
52-1122. | (12) Acts 1936 (Spec. Sess.);
Burns, 1937 suppl.,
52-1113. |
| (5) Ibid., 52-1302. | (13) Acts 1936 (Spec. Sess.),
1937; Burns, 1937 suppl.,
52-1121. |
| (6) Acts 1936 (Spec. Sess.),
1937; Burns, 1937 suppl.,
52-1119. | (14) Acts 1936 (Spec. Sess.);
Burns, 1937 suppl.,
52-1301. |
| (7) Ibid., 52-1123. | (15) Ibid., 52-1263. |
| (8) Ibid., 52-1126. | |

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| (16) Acts 1936 (Spec. Sess.),
1937; Burns, 1937 suppl.,
52-1124-A. | (18) Ibid., 52-1461.
(19) Ibid., 52-1260.
(20) Ibid., 52-1262. |
| (17) Acts 1936 (Spec. Sess.);
Burns, 1937 suppl.,
52-1219, 52-1249, 52-1254. | |

232. REGISTER OF APPLICATIONS, 1936--. 1 vol.

Register of applications for old age assistance, showing names of applicant and county, date, application number, applicant index file, name of visitor, and disposal of application. Arr. by application nos. Hdw. 150 pp. 14 x 9 x 1.

233. (RECOMMENDATIONS), 1936--. 1 vol.

Record of recommendations of welfare board concerning claims, showing names of applicant and county, date, application number, recommendation, action of board, and certificate number. Arr. by application nos. Typed. 100 pp. 15 x 12 x 1.

234. RECORD OF ASSISTANCE, AGED. (ACTIVE), 1936--. 1 vol.

Record of assistance for aged persons, showing names of county and recipient, application number, date, monthly award, and record of payment. Arr. by application nos. Hdw. 50 pp. 15 x 19 x $\frac{1}{2}$.

235. RECORD OF ASSISTANCE, AGED. (INACTIVE), 1936--. 1 vol.

Record of assistance for aged persons, showing names of county and recipient, application number, date, monthly award, and record of payment. Arr. by application nos. Hdw. 50 pp. 15 x 19 x $\frac{1}{2}$.

236. RECORD OF ASSISTANCE (DEPENDENT CHILDREN), 1937--.

1 vol.

Record of assistance for dependent children, showing names of county and child, date, application number, monthly award, revoked or

anceled, record of birth, and payment record. Arr. by application nos. Hdw. 50 pp. 15 x 9 x $\frac{1}{2}$.

237. ALLOWANCE SCHEDULE (OLD AGE ASSISTANCE), 1936--.

1 vol.

Allowance schedule of old age assistance, showing application, claim, and warrant numbers; date; names of county and payee; address; and amount of allowance.

238. ALLOWANCE SCHEDULE FOR ASSISTANCE TO DEPENDENT CHILDREN, 1936--. 1 vol.

Allowance schedule for assistance to dependent children, showing names of county and payee, date, application and warrant numbers, address, amount eligible for federal aid, and amount of allowance. Arr. by application nos. Typod. 30 pp. 17 x 11 x $\frac{1}{2}$.

239. CLAIM REGISTER, 1936--. 1 vol.

Register of claims filed and approved, showing names of county and payee, claim and warrant numbers, name of appropriation charged, and name of fund credited. Arr. by claim nos. Hdw. 50 pp. 15 x 11 x $\frac{3}{4}$.

240. REPORT OF ALLOWANCE AND DISBURSEMENTS, 1936--. 1 vol.

Report of allowance and disbursements, showing date, name of county, account number, sub-totals for month, disbursements, and total disbursements. Arr. by account nos. Typod. 6 pp. 17 x 11 x $\frac{1}{2}$.

241. RECAPITULATION, 1936--. 1 vol.

Recapitulation of old age assistance, showing date, claim number, verification of county director of public welfare, certification

of county auditor to state department of public welfare, and
certification of county director to state department of public
welfare. Arr. by claim nos. Hdw. 75 pp. 15 x 10 x $\frac{1}{2}$.

REIGN OF KING CHARLES THE FIRST
IN THE YEAR OF HIS REIGN
THE FIRST OF JANUARY 1643

THE FIRST OF JANUARY 1643
THE FIRST OF JANUARY 1643

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XXV. SURVEYOR

The surveyor is a constitutional officer, elected for a term of two years without restriction on reelection. (1) He must give bond in a sum fixed by the board of county commissioners. (2) Prior to the Constitution of 1891 the surveyor was a statutory officer, being appointed by the Governor by an act of 1818 (3) and by the board of commissioners by an act of 1831. (4) The inception date of this office in Jefferson County is 1817.

The surveyor has charge, under direction of the board of commissioners, of all surveying and civil engineering work of the county, including the preparation of plans and specifications for, and supervision of, the construction of all bridges, turnpikes, roads, ditches, drains, and levees. (5) He also has charge of the repair and maintenance of county highways, (6) unless the county commissioners employ a highway supervisor. The county commissioners may employ the surveyor to serve as highway supervisor. (7)

From private parties, he takes acknowledgments of mortgages and deeds for the conveyance of real estate, (8) and, upon request, establishes lines and corners of lands. (9)

All the records are located in the courthouse.

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| (1) Const., art. 6, sec. 2;
1 Rev. Stat. 1852; Burns
49-3301. | (6) Acts 1933; Burns 36-1101,
36-1102. |
| (2) Acts 1818; Burns 49-3302. | (7) Acts 1933; Burns 36-1110. |
| (3) Acts 1817-18, ch. 30, sec. 1. | (8) 1 Rev. Stat. 1852; Acts
1857; Burns 49-3317. |
| (4) Acts 1831, ch. 102, sec. 1. | (9) 1 Rev. Stat. 1852; Acts
1875; Burns 49-3311. |
| (5) 1 Rev. Stat. 1852; Acts
1911; Burns 49-3309. | |

Surveys and Reports

242. SURVEYOR'S RECORD, 1897-1933. 1 vol. (2).

Record of surveys, showing roadways, property lines, townships, ranges, corners, material of corners, directions, distances, date of survey, and signature of surveyor. Arr. chron. Hdw. 350 pp. 18 x 12 x 3. Recr. vt.

243. SURVEYOR'S RECORD, 1852-79. 1 vol.

Copy of original survey of county, showing the original lines monuments, date, and numbers of sections and lots. Arr. by townships, ranges, and sections. Hdw. Condition poor. 250 pp. 13 x 12 x 2. Recr. vt.

244. GOVERNMENT SURVEY BOOK, 1807. 1 vol.

Original government survey of plats of county, showing date, acreage, scale of chains to one mile, sections, and signature of surveyor. Arr. chron. Hdw. 75 pp. 18 x 15 x 3/4. Recr. off.

XXVI. HIGHWAY SUPERVISOR

The administrative system of building and maintaining county highways has undergone several changes, since this improvement has become an increasingly important part of civic life.

In 1879 the legislature constituted the board of commissioners a board of turnpike directors for the management and control of county highways. (1)

By an act of 1913, this board was abolished, and the highways were placed in charge of a superintendent of highways, who was appointed by the county commissioners. (2)

This office was abolished by the legislature in 1933 (3) and the duties of the superintendent of highways were transferred to the surveyor; (4) unless the board of commissioners should appoint a highway supervisor to perform the duties heretofore performed by the superintendent of highways. The highway supervisor serves at the will of the commissioners. The board of commissioners may appoint the duly elected surveyor or a person other than the surveyor to be highway supervisor. (5)

The board of commissioners of Jefferson County has appointed the surveyor to serve as highway supervisor.

The highway supervisor has general charge of the repair and maintenance of county highways, bridges, and culverts; has police power in the control of the highways of the county; and may fix the limit of loads for any highway, bridge, or

culvert. (6) He investigates and determines the method of maintenance best adapted to the various highways of the county under his supervision, establishes standards for the maintenance of highways, bridges, and culverts, and makes an annual budget estimate of the cost of repair and maintenance of highways, bridges, and culverts, which must be filed in the auditor's office for the use of the board of commissioners. (7) He is required to meet with the board of commissioners and confer with them on matters pertaining to his duties (8) and also must attend all sessions of the annual road school at Purdue University. (9)

The records are located in the courthouse.

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| (1) Acts 1879, ch. 115,
sec. 1. | (6) Acts 1933; Burns 36-1101,
36-1102, 36-1110. |
| (2) Acts 1913, ch. 330,
sec. 1. | (7) Acts 1933; Burns 36-1103,
36-1110. |
| (3) Acts 1933; Burns 36-1113. | (8) Acts 1933; Burns 36-1104,
36-1110. |
| (4) Acts 1933; Burns 36-1101. | (9) Acts 1933; Burns 36-1110. |
| (5) Acts 1933; Burns 36-1110. | |

245. COUNTY HIGHWAY SUPERINTENDENT LEDGER, 1914--.

4 vols. (1-2, 5-6).

Record of expenditures for free gravel road repairs, showing date; names of road, employees, and firms from whom materials were purchased; number of hours worked; price per hour; amount and kind of material used; name or number of district; section or mile repaired; type of repair; amount and number of warrant; total expenditures; and signature of superintendent. H.S.

250 pp. 17 x 14 x 3. 2 vols., 1914-19, bsmt. stg. rm.;
2 vols., 1933-- , Assr. off.

XXVII. AGRICULTURAL AGENT

The office of agricultural agent was created by the legislature in 1913. This act provided for appointment of a county (agricultural) agent upon petition to the county board of education by the residents of the county. The appointment was made annually--reappointment might be for a term of two years--by Purdue University, subject to the approval of both the state board and the county board of education, and the agent's salary was paid in part by the state. (1) The inception date of this office in Jefferson County is 1913.

By legislative enactment in 1937 the office of agricultural agent was created for every Indiana county. The agricultural agent is appointed by the director of agricultural extension service of Purdue University, subject to the approval of a state board, entitled county agricultural agent board. The qualifications of the agricultural agent are prescribed by the board. (2)

The county council is required to appropriate not less than one thousand dollars annually to be used in paying office help, expenses of the agent, mileage, rent, or other incidentals. The salary of the agricultural agent is paid by the state through Purdue University. (3)

The duties of the agricultural agent, under the supervision of Purdue University, are: To cooperate with farmers' institutes, farmers' clubs, and other rural and civic organizations; to conduct practical farm demonstrations, boys' and

girls clubs and contest work, and other movements for the advancement of agricultural and country life; to give advice to farmers on practical farm problems; and to aid the superintendent of schools and the teachers of the county in giving practical education in agriculture and domestic science. (4)

All of the records are located in the agricultural agent's office, in the courthouse.

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| (1) Acts 1913, 1923, 1927; Burns
1928-4911. | (3) Ibid.
(4) Ibid. |
| (2) Acts 1937; Burns, 1937
suppl., 28-4911. | |

246. CO(CUNTY) AGENT ADMINISTRATION, 1935--. 1 file box.

Prior to 1935, destroyed.

Record of reports and contracts, showing daily, weekly, and monthly reports; monthly time sheets; date; project outlines; program of works; budget contracts; bulletin lists; instructions from state office; farmers' institute; expense account of month; and total monthly report. Arr. by subject nos.

15 x 12 x 28.

247. COOPERATING AGENCIES, 1933--. 1 file box.

Prior to 1933, destroyed.

Record of cooperating agencies, showing date; farm bureau cooperating marketing, Purdue Alumni, farm credit administration, tobacco and wheat contract signers, and Kiwanis Club correspondence. Arr. by subject nos. 15 x 12 x 28.

248. ENGINEERING, 1935--. 1 file box. Prior to 1935, destroyed.

Engineering activities, showing electric fences, mechanical schools, emergency silos, insulators, and correspondence. No index. 15 x 12 x 28.

249. EXTENSION METHOD, 1934--. 1 file box. Prior to 1934, destroyed.

Record of extension work, showing date, crop production loans, newspaper articles, all contract signers, F. E. R. A. relief work, National Youth Administration, and meeting notices.

Arr. alph. by titles of subjects. 15 x 12 x 28.

250. AGRICULTURE ECONOMICS, 1935--. 1 file box.

Prior to 1935, destroyed.

Record of information on agricultural economics, showing information on economy, farm management, and record keeping. Arr. alph. by titles of subjects. 15 x 12 x 28.

251. ECONOMICS, (HOUSEHOLD), 1935--. 1 file box.

Prior to 1935, destroyed.

Record of activities in household economics, showing date, nutrition, general home management, and miscellaneous home economics. Arr. by subject nos. 15 x 12 x 28.

252. SOILS, 1918--. 1 file box. Prior to 1918, destroyed.

Papers pertaining to soil conservation, showing date; marl and limestone tests; and liming, general soil, and fertilizers needed.

Arr. by subject nos. 15 x 12 x 28.

253. FARM AND TRUCK CROPS, 1925--. 1 file box.

Prior to 1925, destroyed.

Record of farm and truck crops, showing date; soil conservation service; Five Acre Club; and information on corn, lespedezas, alfalfa, clover, pasture crops, vetch, Sudan Grass, soy beans, tobacco, wheat, oats, barley, orchards, small fruits, landscaping, lawns, flowers, and shade trees. Arr. alph. by titles of subjects. 15 x 12 x 28.

254. CERTIFICATIONS, 1934--. 1 file box. Prior to 1934, destroyed.

Reports on certifications, showing Kraybill seed testing, agronomy certifications, and certified seed list. Arr. by subject nos. 15 x 12 x 28.

255. HORTICULTURE, 1932--. 1 file box. Prior to 1932, destroyed.

Record of activities in horticulture, showing date, plans recommended, varieties, time for setting, cultivation, and fertilizers used. No index. given. 15 x 12 x 28.

256. FORESTRY, 1935--. 1 file box. Prior to 1935, destroyed.

Record of forest land, showing date, general forestry, classification, and exempt forestry tax. Arr. by subject nos. 15 x 12 x 28.

257. WEEDS, 1934--. 1 file box. Prior to 1934, destroyed.

Record of weeds in general, showing date, type of weed, identification key for weeds of Indiana, and chemical weed control. Arr. by subject nos. 15 x 12 x 28.

253. ANIMAL HUSBANDRY, 1931--. 1 file box. Prior to 1931, destroyed.

Record of animal husbandry, showing date, and information on Bang's Disease, general animal husbandry, beef cattle, and veterinary laws. Arr. alph. by titles of subjects. 15 x 12 x 28.

259. DAIRYING, 1931--. 1 file box.

Record of activities in dairying, showing date, methods concerning breeds, and information on diseases, feeds, plans, clubs, care, pastures, and barns. Arr. alph. by titles of subjects. 15 x 12 x 28.

260. HORSES--POULTRY, 1934--. 1 file box. Prior to 1934, destroyed.

Record of horses and poultry, showing date, kinds of poultry, and information on Health chick campaign, horses, and Gold Medal Colt Club. Arr. alph. by titles of subjects. 15 x 12 x 28.

261. SHEEP, SWINE, 1926--. 1 file box. Prior to 1928, destroyed.

Record of sheep and swine activities, showing date; methods governing breeds, feeding, and marketing; experiments; grading, and clubs. No index. 15 x 12 x 28.

262. NOZZLES, GAME, BIRDS, 1932--. 1 box. Prior to 1932, destroyed.

Record of rodents, game, birds, and insects, showing date, and campaign instructions. Arr. by subject nos. 15 x 12 x 28.

203. 800.3--22121.3, 1934--. 1 file box. Prior to 1934, destroyed.

Record of activities in shows and exhibits, showing cartoons, sketches, publicity material, agricultural papers, state fair exhibits, and motion pictures. Arr. alph. by titles of subjects. 10 x 12 x 20.

204. 8(001) 6(000) 7(000) (LAWRENCE) (OF) 1(000) (LAWRENCE) CORRESPONDENCE, 1935--. 1 file box.

Papers pertaining to soil conservation correspondence, showing data, economics information, and agricultural adjustment. Arr. alph. by titles of subjects. 10 x 12 x 20.

205. (4-H CLUB MEMBERSHIP), 1935--. 1 vol. Prior to 1935, destroyed.

Record of 4-H Club membership, showing names of members, parents, township, leader, and contest judges; addresses; type and number of project; first exhibit; adults' exhibits; total cash prizes awarded; and demonstration contest. Arr. alph. by names of members. 350 pp. 14 x 10 x 2 1/2.

206. (4-H CLUB WORK), Apr. 1-Aug. 14, 1935. 1 vol.

Record of 4-H Club work, showing date of appointment of assistant county agent; rate of salary; term of office; facts concerning club roundup; name of leader of Camp Kiwanis; county exhibit; list of state fair schools and entries; and names of 4-H Club members, junior leadership, and project. Arr. chron. Typed. 300 pp. 11 x 8 x 1/2.

267. 4-H CLUB ACTIVITIES, 1924-- . 1 file box. Prior
to 1924, destroyed.

Record of 4-H Club activities, showing types of activities,
results attained, and reports. Arr. alph. by titles of subjects.

15 x 12 x 28.

